

# ROCKLIN UNIFIED SCHOOL DISTRICT

2615 Sierra Meadows Drive Rocklin, CA 95677

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



## JANUARY 7, 2015 REGULAR MEETING AGENDA — 7:00 P.M.

- 1.0 **CALL TO ORDER**
- 2.0 **ROLL CALL**
- 3.0 **PLEDGE OF ALLEGIANCE**
- 4.0 **AUDIENCE/VISITORS PUBLIC DISCUSSION** – This agenda item is included for the purpose of giving anyone in attendance an opportunity to ask questions or discuss non-agenda items with the Board of Trustees. There will be a three-minute time limit per person. If visitors have a complaint about a specific employee of the District, they will be requested to submit an oral or written complaint to the employee's immediate supervisor or the principal as required by Administrative Regulation 1312.1. (Please note that the public portion of all meetings is recorded.)
- 5.0 **COMMENTS FROM STUDENT REPRESENTATIVE(S)**
- 6.0 **COMMENTS FROM BOARD AND SUPERINTENDENT**
- 7.0 **ACTION ITEMS - CONSENT CALENDAR** (*REQUIRES SINGULAR ROLL CALL VOTE*) – All matters listed under the Consent Calendar are to be considered routine and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless the Board of Trustees, audience, or staff request specific items to be removed from the Consent Calendar for separate discussion and action. Any agenda items removed will be voted upon following the motion to approve the Consent Calendar.
  - 7.1 **BOARD MINUTES** – Request to approve Board minutes.
    - 7.1.1 Dec 11, 2014 (Special Meeting, Organizational Meeting)
  - 7.2 **CERTIFICATED PERSONNEL REPORT** – Request to approve personnel items included on the Certificated Personnel Report. (Colleen Slattery)
  - 7.3 **CLASSIFIED PERSONNEL REPORT** – Request to approve personnel items included on the Classified Personnel Report. (Colleen Slattery)
  - 7.4 **AGREEMENT FOR NATURAL GAS SERVICES THROUGH SPURR** – Request renewal of agreement to purchase natural gas from SPURR. (Barbara Patterson)
  - 7.5 **CHANGE ORDER NO. 01 FOR THE WHITNEY HIGH SCHOOL 2014 RELOCATABLES, ASPHALT REPLACEMENT AT THE ALTERNATIVE EDUCATION CENTER AND EXTERIOR PAINTING AT PARKER WHITNEY, ROCKLIN ELEMENTARY AND TWIN OAKS ELEMENTARY** – Request to approve Change Order No. 01 in the amount of \$19,630.12 and authorize the Superintendent or his designee to sign on its behalf. (Sue Wesselius)

7.6 **OVERNIGHT FIELD TRIP(S)** – Request to approve the following overnight field trips. (Deborah Sigman)

7.6.1 Whitney High School students, grades 9 – 12, to participate in an ASB Retreat Overnight Field Trip at Tamarack Lodge in Truckee, CA, (January 10 – January 11, 2015).

7.6.2 Sunset Ranch Elementary School students, grades 4, to participate in an Overnight Field Trip to Monterey Bay Aquarium, in Monterey, CA, (January 20 – Jan 21, 2015).

8.0 **ACTION ITEMS – REGULAR AGENDA** – Protocol for action items include a staff presentation, questions from the Board, public input, closing of public input, deliberation by the Board, and voting by the Board. During public input there will be a three-minute time limit per person.

8.1 **2013-14 AUDIT REPORT** – Request to accept the final 2013-14 audit report. (Barbara Patterson)

8.2 **REPLACEMENT OF OLD RELOCATABLES AND THE ADDITION OF NEW RELOCATABLES AT GRANITE OAKS MIDDLE SCHOOL** – Request to authorize staff to proceed with the design work and Division of State Architect approval for the replacement of seven existing classrooms and the addition of eight new classrooms at Granite Oaks Middle School to accommodate growth. (Sue Wesselius)

8.3 **BOARD POLICY (BP) AND ADMINISTRATIVE REGULATIONS (AR)** – Request to approve the following Board Policies and Administrative Regulations (Colleen Slattery)

8.3.1 AR 4112.2 Certification – revised

8.3.2 BP 4112.2 Certification – revised

8.4 **BOARD POLICY (BP) AND ADMINISTRATIVE REGULATIONS (AR)** – Request to approve the following Board Policies and Administrative Regulations (Colleen Slattery)

8.4.1 AR 4115 Evaluation/Supervision – revised

8.4.2 BP 4115 Evaluation/Supervision – revised

8.4.3 BP 4315 Evaluation/Supervision – revised

8.4.4 BP 4315.1 Staff Evaluating Teachers - deleted

9.0 **INFORMATION AND REPORTS**

9.1 **ELEMENTARY MATH MATERIALS ADOPTION UPDATE** – (Deborah Sigman)

10.0 **PENDING AGENDA** – This is the time to place future items on the Pending Agenda.

11.0 **CLOSED SESSION** – The Board will adjourn to closed session regarding the following matters:

11.1 *Public employee discipline/dismissal/release pursuant to Government Code section 54957.*

11.2 *Conference with Legal Counsel – Anticipated Litigation* as authorized by Government Code section 54956.9

11.3 *Conference with Labor Negotiators* as authorized by Government Code Section 54957.6:

District Representative(s): Roger Stock, Superintendent

Barbara Patterson, Deputy Superintendent, Business and Operations

Colleen Slattery, Assistant Superintendent, Human Resources

12.0 **RECONVENE TO OPEN SESSION**

13.0 **REPORT OF ACTION TAKEN IN CLOSED SESSION**

**14.0 ADJOURNMENT**

Accommodating Those Individuals with Special Needs – In compliance with the Americans with Disabilities Act, the Rocklin Unified School District encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact our office at (916) 624-2428 well in advance of the regular meeting you wish to attend, so that we may make every reasonable effort to accommodate you. Documents distributed for public session items, less than 72 hours prior to meeting, are available for public inspection at the Rocklin Unified School District Office, 2615 Sierra Meadows Drive Rocklin, CA 95677.

**NEXT REGULARLY SCHEDULED BOARD MEETING: JANUARY 21, 2015 (7:00 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:**

December 19, 2014

**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 19th day of December 2014 in Rocklin, California.

Brenda Meadows  
Executive Assistant  
Rocklin Unified School District



**ROCKLIN UNIFIED SCHOOL DISTRICT**

2615 Sierra Meadows Drive Rocklin, CA 95677

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



**DECEMBER 11, 2014  
 SPECIAL MEETING MINUTES— 7:00 P.M.  
 ORGANIZATIONAL MEETING**

- 1.0 **CALL TO ORDER** – President Todd Lowell called the Special Organizational meeting of the Rocklin Unified School District Board of Trustees to order at 7:10 p.m., December 11, 2014, in the District Administration Office located at 2615 Sierra Meadows Drive, Rocklin, CA 95677. A quorum was established.
- 2.0 **PLEDGE OF ALLEGIANCE** – Trevor Bohatch introduced the Whitney High School AFJROTC Color Guard then led the Board and audience in the Pledge of Allegiance.
- 3.0 **CLERK GREG DALEY ADMINISTERED OATH OF OFFICE TO TODD LOWELL, WENDY LANG AND SUSAN HALLDIN**
- 4.0 **ROLL CALL**

Trustees Present:	Todd Lowell, <i>President</i> Greg Daley, <i>Clerk</i> Camille Maben, <i>Member</i> Wendy Lang, <i>Member</i> Susan Halldin, <i>Member</i>
Trustee(s) Absent:	
Student Representative: Trevor Bohatch, <i>Rocklin High School</i>	

Administrative Staff: Roger Stock, *Superintendent*; Deborah Sigman, *Deputy Superintendent Educational Services*; Barbara Patterson, *Deputy Superintendent Business and Operations*; Colleen Slattery, *Assistant Superintendent Human Resources*; Sue Wesselius, *Senior Director*; Marty Flowers, *Director*; Karen Huffines, *Director*; Mike Fury, *Chief Technology Officer*; Beth Davidson, *Principal Spring View Middle School*.
- 5.0 **AUDIENCE/VISITORS PUBLIC DISCUSSION** – Todd Lowell welcomed all visitors and invited them to speak on agenda items at the conclusion of the Board's discussion. He also invited visitors to speak at this time regarding non-agenda items and announced that the public portion of the meeting would be recorded. The following comments regarding non-agenda items were noted:
 

Tiffany Pelkey, CSEA President, thanked the District for their partnership in CSEA negotiations and congratulated the newest Board of Trustee Member.
- 6.0 **COMMENTS FROM STUDENT REPRESENTATIVE(S)** – Student Representative Trevor Bohatch provided a detailed report on a variety of District-wide events happening at elementary and secondary schools.
- 7.0 **COMMENTS FROM BOARD AND SUPERINTENDENT** – Wendy Lang thanked her colleagues and family for their support as a Board of Trustee member and wished everyone Happy Holidays. Greg Daley

thanked the ROTC Color Guard for their participation in the meeting and expressed his gratitude for their service and thoughtful holiday gift of cookies. Daley shared that he is honored to swear in Trustees this evening and specifically welcomed the Board's newest member, Susan Halldin. Camille Maben also congratulated new Board members and shared that she looks forward to the good work they will do together over the next couple of years. Maben also shared that she enjoyed watching the Rocklin Elementary Fusion dance performance this week. Susan Halldin thanked her family and fellow Trustees for their support and shared that she recently attended the Whitney High School dance show "Forward." Halldin was impressed by the talent of student dancers in the District. Superintendent Stock thanked Trustees for modeling community contribution through service and active participation, directly aligning with RUSD's strategic plan. Stock also thanked the RUSD grounds and maintenance crew for their diligent work, especially during the winter storm season, and wished all a very happy holiday season.

## 8.0 **ACTION ITEMS - CONSENT CALENDAR**

- 8.1 **BOARD MINUTES** – Request to approve Board minutes.
  - 8.1.1 Nov 19, 2014 (Regular Session)
- 8.2 **CERTIFICATED PERSONNEL REPORT** – Request to approve personnel items included on the Certificated Personnel Report. (Colleen Slattery)
- 8.3 **CLASSIFIED PERSONNEL REPORT** – Request to approve personnel items included on the Classified Personnel Report. (Colleen Slattery)
- 8.4 **BILL WARRANTS** – Request to approve bill warrants. (Barbara Patterson)
- 8.5 **MONTHLY ACCOUNT SUMMARIES** – Request to approve monthly account summaries. (Barbara Patterson)
- 8.6 **OVERNIGHT FIELD TRIP(S)** – Request to approve the following overnight field trips. (Deborah Sigman)
  - 8.6.1 Rocklin Elementary School, 4<sup>th</sup> and 5<sup>th</sup> grade students, to participate in a Science Camp at Alliance Redwoods in Occidental, CA, Sonoma County, (May 26 – May 29, 2015).
  - 8.6.2 Sunset Ranch Elementary School, 2<sup>nd</sup> grade students, to participate in a group sleepover at the Monterey Bay Aquarium in Monterey, CA, Monterey County, (April 9 – April 10, 2015).
  - 8.6.3 Sunset Ranch Elementary School, 6th grade students, to participate in a Science Camp at Marin Outdoor School at Walker Creek, Marin County, (February 9 – February 12, 2015).
- 8.7 **ADVANCED PLACEMENT SPANISH TEXTBOOK ADOPTION** – Recommend adoption of Temas, AP Spanish Language and Culture; Vista Higher Learning 2014. (Marty Flowers)
- 8.8 **WILL SERVE LETTER, THE PARKLANDS** – Request to approve the Will Serve letter for The Parklands. (Sue Wesselius)

Todd Lowell requested Item 8.1 be removed for consideration as a separate item.

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

A **MOTION** was made by Camille Maben and seconded by Wendy Lang to approve **Item 8.1**, Nov 19, 2014, Board Minutes. Motion passed unanimously by the following roll call vote: Lang – aye, Daley – aye, Maben – aye, Lowell – aye. (Halldin abstained)

**9.0 ACTION ITEMS – REGULAR AGENDA****9.1 ANNUAL ORGANIZATION OF THE BOARD OF TRUSTEES**

- 9.1.1 ELECT PRESIDENT OF THE BOARD OF TRUSTEES – A MOTION** was made by Greg Daley and seconded by Wendy Lang to continue with Todd Lowell as President. Motion passed unanimously.
- 9.1.2 ELECT VICE PRESIDENT OF THE BOARD OF TRUSTEES – A MOTION** was made by Camille Maben and seconded by Wendy Lang to appoint Greg Daley as Vice President. Motion passed unanimously.
- 9.1.3 CLERK OF THE BOARD OF TRUSTEES – A MOTION** was made by Wendy Lang and seconded by Greg Daley to appoint Camille Maben as Clerk. Motion passed unanimously.
- 9.1.4 APPOINT SUPERINTENDENT ROGER STOCK AS SECRETARY TO THE BOARD OF TRUSTEES – A MOTION** was made by Camille Maben and seconded by Greg Daley to appoint Roger Stock as Secretary to the Board of Trustees. Motion passed unanimously.
- 9.1.5 SELECT DATE, TIME, AND PLACE FOR 2015 BOARD OF TRUSTEES MEETINGS** – Camille Maben asked fellow Trustees, Superintendent Stock and Cabinet Members if meeting once month might be a future consideration to reduce amount of preparation time required in organizing Board meetings. Wendy Lang, while open to the idea, shared concern that if a Board Member were to miss a monthly meeting it would be a long time before the next meeting. Greg Daley shared the need to look closely at whether or not meeting once a month would be sufficient in meeting business needs of the District. Superintendent Stock stated that while some months would be conducive to a once a month meeting, others may require meeting twice a month. Tiffany Pelkey, CSEA President, shared her concern that once a month meetings tend to run late into the night, posing a challenge for some. Trustees agreed to stay with the status quo and approve meeting twice a month, on the first and third Wednesdays of the month, with the request that a recommended revised calendar be prepared and brought to the Board for review for the rest of 2014-15 and into the next full calendar year at the January 21 Board meeting.
- A **MOTION** was made by Camille Maben and seconded by Susan Halldin to hold Regular Board of Trustee Meetings at 7:00 p.m. on the first and third Wednesdays of each month at the District Office located at 2615 Sierra Meadows Drive, Rocklin, CA, 95677. Motion passed unanimously.
- 9.1.6 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** – Request to appoint Greg Daley as Representative to the Placer County Committee on School District Organization and authorize said representative to vote in 2015 Annual Election of the Placer County Committee on School District Organization.
- 9.1.7 APPOINT REPRESENTATIVES TO THE CITY OF ROCKLIN LIAISON COMMITTEE (EDUCATION COMMITTEE)** – Request to appoint Todd Lowell and Wendy Lang as Representatives to the City of Rocklin Liaison Committee (Education Committee).

- 9.1.8 **APPOINT REPRESENTATIVES TO THE AUDIT COMMITTEE** – Request to appoint Susan Halldin and Wendy Lang as Representatives to the Audit Committee.
- 9.1.9 **APPOINT REPRESENTATIVE TO THE JOINT POWERS AUTHORITY (JPA)** Request to appoint Greg Daley as Representative to the Joint Powers Authority.
- 9.1.10 **APPOINT REPRESENTATIVES TO THE FACILITIES MASTER PLAN COMMITTEE** – Request to appoint Camille Maben and Greg Daley as Representatives to the Facilities Master Plan Committee.
- 9.1.11 **APPOINT REPRESENTATIVE TO ROCKLIN INDEPENDENT CHARTER ACADEMY (RICA)** – Request to appoint Susan Halldin as Representative to the Rocklin Independent Charter Academy.

Todd Lowell requested items 9.1.6, 9.1.7, 9.1.8, 9.1.9, 9.1.10, and 9.1.11 be combined for approval. A **MOTION** was made by Greg Daley and seconded by Wendy Lang to approve. Motion passed unanimously.

- 9.2 **ROCKLIN ACADEMY TURNSTONE PETITION RENEWAL AND PUBLIC HEARING** – Rocklin Academy's Superintendent, Phil Spears, and Assistant Superintendent of Curriculum and Instruction, Robin Stout, made a presentation regarding the charter renewal application.

A public hearing was held regarding Rocklin Academy Petition. Hearing no comments from the public, President Lowell closed the public hearing.

- 9.3 **AB 1200 BARGAINING AGREEMENT DISCLOSURE FOR CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), NON-REPRESENTED, CONFIDENTIAL AND ROCKLIN ADMINISTRATORS PROFESSIONAL ASSOCIATION (RAPA) FOR JULY 1, 2014, THROUGH JUNE 30, 2015**

Public Comment(s): Tiffany Pelkey, CSEA President, thanked the District for their hard work and partnership throughout the year and looks forward to working together in the future.

A **MOTION** was made by Camille Maben and seconded by Greg Daley to approve AB1200 Public Disclosure of Proposed Collective Bargaining Agreement. Motion passed unanimously.

- 9.4 **CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) TENTATIVE AGREEMENT (TA)** – Recommend approval of the Tentative Agreement (TA) with the California Employees Association (CSEA).
- 9.5 **CONFIDENTIAL EMPLOYEES TENTATIVE AGREEMENT (TA)** – Recommend approval of the Tentative Agreement (TA) with Confidential Employees.
- 9.6 **SALARY INCREASES TO CLASSIFIED NON-REPRESENTED SALARY SCHEDULE TO MATCH AGREEMENTS WITH OTHER BARGAINING GROUPS** – Recommend approval of the proposed Non-Represented Salary Schedule for 2014-15.
- 9.7 **ROCKLIN ADMINISTRATORS PROFESSIONAL ASSOCIATION (RAPA) TENTATIVE AGREEMENT (TA)** – Recommend approval of the Tentative Agreement (TA) with the Rocklin Administrators Professional Association (RAPA).

Todd Lowell requested items 9.4, 9.5, 9.6, and 9.7 be combined for approval. A **MOTION** was made by Wendy Lang and seconded by Susan Halldin to approve. Motion passed unanimously.

- 9.8 **DISTRICT CERTIFICATION OF ABILITY TO MEET FINANCIAL OBLIGATIONS (FIRST INTERIM REPORT)** – Barbara Patterson presented the First Interim Report. Based on the current state budget and local budget assumptions detailed in the multi-year projection, the District will be able to meet its financial obligations for the current year and two budget years. Next steps include revising the Multi-Year Projection based on the Governor's Budget Proposal in mid-January, followed by the Second Interim Report, LCAP Update, May Revision, and final budget adoption in June. A **MOTION** was made by Greg Daley and seconded by Wendy Lang to approve. Motion passed unanimously.
- 9.9 **CONTRACT WITH WestED FOR SPECIAL EDUCATION STUDY** – Deborah Sigman and Barbara Patterson shared that West Ed, a research, development and service agency that works with education and other communities to promote excellence, achieve equity and improve learning for children, youth and adults, has provided a contract to perform a study of the District's Special Education department, including, but not limited to, policies, procedures, organizational structure and staffing, areas of strength and areas requiring modification or suggestions for improvement. A **MOTION** was made by Camille Maben and seconded by Susan Halldin for approval to ratify contract with WestEd for special education study. Motion passed unanimously.

10.0 **INFORMATION AND REPORTS**

- 10.1 **TIMELINE AND PROCESS FOR THE DEVELOPMENT OF LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) FOR 2015-16 REPORT**– Deborah Sigman, presented a timeline and process for development of the District's Local Control Accountability Plan (LCAP) for 2015-16, including the engagement of the various stakeholders involved in the RUSD LCAP development. The Local Control Funding Form brings unprecedented flexibility and opportunities for stakeholder engagement around the LCAP and related budget opportunities.
- 10.2 **STRATEGIC PLANNING, QUARTER 1, UPDATE** – Skott Hutton, Coordinator of Family Community Engagement and Strategic Planning, presented the Board with a general overview of the Quarter 1 Strategic Planning Update, including twelve action plans that were activated for implementation this year.
- 10.3 **CALIFORNIA HIGH SCHOOL EXIT EXAMINATION (CAHSEE) AND CALIFORNIA STANDARDS SCIENCE TESTS RESULTS FOR 2013-14 REPORT** – Deborah Sigman, provided a report of California High School Exit Examination (CAHSEE) and California Standards Science Tests (CST) results for the 2013-14 school year. The presentation included results from CST Science in grades 5, 8 and 10 and from the CAHSEE for the comprehensive high schools for the class of 2016.

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

12.0 **CLOSED SESSION** – The Board adjourned to closed session at 9:47 regarding the following matters:

- 12.1 *Public employee discipline/dismissal/release pursuant to Government Code section 54957.*
- 12.2 *Conference with Legal Counsel – Anticipated Litigation* as authorized by Government Code section 54956.9
- 12.3 *Conference with Labor Negotiators* as authorized by Government Code Section 54957.6:  
District Representative(s): Roger Stock, Superintendent  
Barbara Patterson, Deputy Superintendent, Business and Operations  
Colleen Slattery, Assistant Superintendent, Human Resources

13.0 **RECONVENE TO OPEN SESSION** – President Lowell reconvened the meeting to open session.

14.0 **REPORT OF ACTION TAKEN IN CLOSED SESSION**

The Board of Trustees took action to proceed with an accusation for dismissal against a certificated employee pursuant to Education Code section 44943. The vote was unanimous.

15.0 **ADJOURNMENT** – President Lowell adjourned the meeting at 11:37 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.*





**CERTIFICATED/MANAGEMENT PERSONNEL REPORT**

**RESIGNATIONS:**

1. David Bills, Principal, Rocklin High School, 1/9/15

**LEAVE OF ABSENCE:**

2. Kristin Hamm, Health and Biology Teacher, Rocklin High School, 1/23/15 – 6/5/15

**NEW HIRE FOR 2014-15:**

3. Christine Hartford, Math Teacher (Temporary), Whitney High School , 1/5/15 – 6/5/15

**CHANGE IN ASSIGNMENT FOR 2014-15:**

4. Jennifer Boettger, SDC Teacher at Rocklin High School to Language Arts Teacher at Victory High School, Date to be Determined

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**CLASSIFIED PERSONNEL REPORT**

**NEW HIRES:**

- |    |  |   |
|----|--|---|
| 1. | Name: Benedict Bertram<br>Position: Licensed Vocational Nurse                | Effective: 12/08/14<br>Site: District Wide              |
| 2. | Name: Carrie Creger<br>Position: Library Aide                                | Effective: 12/10/14<br>Site: Sierra Elementary          |
| 3. | Name: Stacy Gallman<br>Position: Clerk                                       | Effective: 12/15/14<br>Site: Transportation Department  |
| 4. | Name: Shannan von Buelow<br>Position: Instructional Aide -<br>Secondary 7-12 | Effective: 12/15/14<br>Site: Granite Oaks Middle School |

**RECLASSIFICATIONS:**

- |    |   |   |
|----|---|---|
| 5. | Name: Leann Crutchfield<br>Position: Administrative Assistant I<br>Educational Services | Effective: 01/05/15<br>Site: District Office      |
| 6. | Name: Rebecca Hendrix<br>Position: Special Ed Aide I                                    | Effective: 12/08/14<br>Site: Twin Oaks Elementary |
| 7. | Name: Carolyn Byers<br>Position: School Clerk   | Effective: 12/18/14<br>Site: Sierra Elementary    |

**RESIGNATION:**

- |    |  |  |
|----|--|--|
| 8. | Name: Sheena Mullaney<br>Position: Health Aide | Effective: 01/09/15<br>Site: Parker Whitney Elementary |
|----|--|--|

ROCKLIN UNIFIED SCHOOL DISTRICT

Item 7.4  
CONSENT  
January 7, 2015

BOARD AGENDA BRIEFING

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SUBJECT: Approve Renewal Agreement for Natural Gas Services through SPURR

DEPARTMENT: Office of the Deputy Superintendent, Business & Operations

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**Background:**

As a member of the School Project for Utility Rate Reduction (SPURR) JPA, the District will continue to purchase its natural gas through SPURR for a five year period, July 1, 2015 through June 30, 2020.

**Status:**

The District has been purchasing natural gas through SPURR since August, 2005.

**Presenter:**

Barbara Patterson

**Financial Impact:**

Current year: Potential savings of natural gas costs to the District.

Future years:

Funding source

**Materials/Films:**

**Other People Who Might Be Present:**

**Allotment of Time:**

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

**Packet Information:**

Copy of the renewal agreement with SPURR is included in your packet.

**Recommendation:**

Authorize staff to renew the agreement to purchase natural gas from SPURR.



**RENEWAL AGREEMENT FOR NATURAL GAS SERVICES**  
**-- COVER PAGE --**

<b>Parties:</b>	<b>Rocklin Unified School District</b>	<b>School Project for Utility Rate Reduction ("SPURR")</b>
Formal Contact for Notice:	Name: Barbara Patterson Title: <del>Assistant</del> Superintendent <b>Deputy</b>	Michael Rochman Managing Director
Formal Contact Mailing Address:	2615 Sierra Meadows Drive Rocklin, CA 95677	1850 Gateway Blvd Suite 235 Concord, CA 94520
Formal Contact Phone, Fax, and E-mail:	Phone: (916) 630-2234 Ext: Fax: E-mail: bpatterson@rocklin.k12.ca.us	Phone: 925-743-1292 Fax: 925-743-1014 E-mail: <a href="mailto:RochmanM@spurr.org">RochmanM@spurr.org</a>
Operational Contact Information:	Name: Title: Phone:                      Ext: Fax: Email:	Customer Service Phone: (888) 400-2455
Billing Contact Information:	<u>For Billing to Participant:</u> Billing Contact: Barbara Patterson Phone: (916) 630-2234 Ext: Fax: Email: bpatterson@rocklin.k12.ca.us	For payment to SPURR PO Box 45526 San Francisco, CA 94145-0526 Phone: (888) 400-2455

Effective Date: July 1, 2015

Termination Date: June 30, 2020

SPURR, a California joint powers authority, will exercise natural gas procurement authority and will provide professional services for Participant under the attached General Terms and Conditions (August 1, 2014 revision), which are incorporated by this reference.

In witness whereof, the parties enter into this Agreement as of the Effective Date.

Participant: Rocklin Unified School District

By: \_\_\_\_\_  
Print Name: Barbara Patterson  
Title: Deputy Superintendent  
Signature Date: \_\_\_\_\_

SPURR: School Project for Utility Rate  
Reduction, a California joint powers authority

By: \_\_\_\_\_  
**Michael Rochman**  
Managing Director  
Signature Date: \_\_\_\_\_

***Please sign and return two originals of this document to SPURR. SPURR will countersign and return one original to participant for its files.***

# RENEWAL AGREEMENT FOR NATURAL GAS SERVICES

## -- GENERAL TERMS AND CONDITIONS --

### BACKGROUND

A. SPURR is a California joint powers authority, whose members are California public K-12 school districts, community college districts, and county offices of education.

B. SPURR operates an aggregated natural gas acquisition program (the "Gas Program") for its members, other public agencies, and non-profit educational institutions in California.

C. Participant wishes to participate in the Gas Program. Natural gas will be delivered to Participant's facilities by the local natural gas distribution utility ("Utility").

D. These General Terms and Conditions are part of the Agreement for Natural Gas between SPURR and Participant (this "Agreement").

E. The following information is provided in the cover sheet attached to this Agreement (the "Cover Sheet"):

i. Participant's identity and addresses for notice, operations and billing.

ii. The Effective Date and Termination Date of this Agreement, subject to earlier termination pursuant to section 15 of this Agreement.

F. The account list attached to this Agreement (the "Account List") identifies Participant's natural gas accounts (the "Accounts") in the Gas Program, including the Utility's identification number, street address, city, and postal code for each Account.

### AGREEMENT

For good and valuable consideration, the parties to this Agreement agree as follows:

1. Full Requirements Supply. Participant will purchase its full natural gas requirements for all of the Accounts exclusively through the Gas Program during the term of this Agreement. Accounts may be added to this Agreement at any time by agreement of the parties. Accounts may be deleted from this Agreement only if Participant ceases to operate the facility served by that Account.

2. Deliveries. SPURR will deliver natural gas supplied under this Agreement (the "Natural Gas") to one or more pipeline interconnections where Utility receives natural gas for service to Utility's natural gas market (the "Delivery Points"). The Natural Gas will be measured in accordance with procedures established by Utility at the Delivery Points. SPURR warrants good title to the Natural Gas upon delivery to the Delivery Points. Title and risk of loss for the Natural Gas will transfer from SPURR to Utility on behalf of Participant at the Delivery Points. Participant is responsible for Utility transportation services from the Delivery Points to Participant's facilities. Participant is responsible for all taxes, fees, levies, penalties, licenses or charges imposed by any government authority ("Taxes") on or with respect to the Natural Gas at the Delivery Points and after the Delivery Points.

3. Authorization. Participant hereby authorizes SPURR (a) to act on behalf of Participant to obtain natural gas under applicable Utility tariffs to (b) complete and deliver on behalf of Participant all documents or instruments reasonably necessary to carry out the purposes of this Agreement and (c) to obtain historical information related to the Accounts from the Utility or from any third party acting on behalf of Utility or Participant.

4. Gas Supply Services. SPURR will provide the following services (the "Services") under the Gas Program with respect to the Accounts:

a. Provide Natural Gas supply service, either "core" or "noncore" as applicable, in accordance with Utility's tariffs, regulations of the California Public Utilities Commission (the "CPUC"), and other applicable law or regulation.

b. Develop and implement, directly or indirectly, all functions necessary for Natural Gas supply service, including negotiation of prices with wholesale suppliers, transportation to the Delivery Points, scheduling and balancing to the Delivery Points, acquisition and usage of storage, and all related operational transactions.

c. Procure supplies in accordance with applicable law and regulation.

d. Execute and deliver necessary documentation to Utility on behalf of Participant, based upon information to be provided by Participant.

e. Deliver Natural Gas which meets or exceeds the quality, temperature and pressure requirements of Utility at the Delivery Points.

5. Additional Services. Under the Gas Program, SPURR will provide the following additional services (the "Additional Services"), to the extent directed by the SPURR Board of Directors:

a. Provide information to Participants regarding operations and costs under the Gas Program, including periodic updates delivered in electronic form or on paper.

b. Provide information to Participants regarding natural gas market issues and related Utility services and tariffs.

c. Develop and present to Participant for consideration programs designed to reduce or control costs for natural gas or other utilities services, or to provide additional value related to those services.

d. Represent the interests of SPURR constituents as consumers of natural gas and other utility services before the CPUC, the California Legislature, and other governmental or regulatory authorities, or in other legal proceedings.

6. Account Identification. Participant is responsible for identifying the Accounts covered under this Agreement. If SPURR provides a draft Account List, Participant will review and correct the draft as necessary. Participant will notify SPURR of any changes in the Account List within thirty (30) days of such changes.



# RENEWAL AGREEMENT FOR NATURAL GAS SERVICES

## -- GENERAL TERMS AND CONDITIONS --

7. Provisions Specific to Noncore Accounts. For any noncore Account, Participant will do each of the following:

a. Notify SPURR of any change in Participant's operations which may increase or decrease the consumption of natural gas by ten percent (10%) or more as compared to historical levels or to Participant's projected levels provided to SPURR. Participant will provide notice as soon as it is aware of the change(s), in advance where possible, and in each case not two (2) days after the change for any noncore Accounts. Examples of operational changes include addition or deletion of significant facilities or equipment served through an Account, major changes in hours of operation of a facility, scheduled or unscheduled shutdowns of facilities or equipment and renovation of facilities or equipment. Participant shall be responsible for any costs incurred by SPURR as a result of any failure to advise SPURR of operational changes.

b. Provide SPURR with good faith estimates of monthly consumption for the 12 months following the Effective Date.

8. Administrative Fees. As consideration for the Services and the Additional Services, Participant will pay fees to SPURR (the "Administrative Fees"). The amount of the Administrative Fees will be established by the SPURR Board on an annual basis, in accordance with the SPURR JPA Agreement. The Administrative Fees will be based on volumes consumed by Participant. The Administrative Fees will be subject to annual audit, as part of the annual financial audit of SPURR. A copy of the completed annual SPURR financial audit will be delivered to Participant at any time upon request.

9. Invoicing and Payment. Participant shall pay SPURR for Natural Gas in accordance with monthly invoices rendered by SPURR in commercially reasonable detail. SPURR shall provide Participant with summary invoices for all of its core Accounts or, if requested by Participant, with "cost center" invoices for sets of core Accounts.

10. Price. The default price of Natural Gas to Participant under this Agreement will include Participant's pro rata share of all costs, expenses, and charges arising from acquisition, possession, and delivery of the Natural Gas under the Gas Program, the Administrative Fees, applicable Taxes, and any necessary, documented adjustments. SPURR will provide advance notice of prices to the extent customary under the Gas Program. Specific pricing arrangements other than default pricing may be negotiated by the parties and documented as attachments to this Agreement.

11. Late Payment. Invoices shall be due upon presentment and will be past due twenty (20) days after the invoice date. Late payment charges may be

imposed by SPURR at a rate equal to one and one-half percent (1.5%) per month on all outstanding balances. SPURR may also bill Participant for reasonable charges associated with costs of collection on past due accounts as well as reasonable charges associated with suspension and resumption of service under this Agreement. Payments not received within sixty (60) days from the invoice date are subject to journal voucher transfer by Participant's county office of education or county superintendent of schools.

12. Collection of Utility's Transportation Charges. As a convenience to Participant, SPURR will accept from Utility invoices for Utility's transportation charges (including any applicable Taxes) for Participant's core Accounts. SPURR will pay Utility as invoiced and will include such charges in SPURR's invoices to Participant. Utility transportation charges will be passed through to Utility upon collection by SPURR. SPURR reserves the right to cease collecting Utility's transportation charges, upon sixty (60) days notice to Participant. SPURR will not collect Utility transportation charges for noncore Accounts except pursuant to express agreement between the parties.

13. Escrow Account. SPURR has established an escrow account for Gas Program receipts and payments. The instructions for this escrow account have been approved by the Board of Directors of SPURR, and include a list of the authorized recipients of payments from the account. Only SPURR management may authorize release of funds from the escrow account.

14. Indemnification. Each party will indemnify and hold harmless the other party, together with their respective board members, officers, directors, employees, agents, and representatives, from and against all claims, damages, losses and expenses (including reasonable attorney's fees), but exclusive of consequential damages, arising out of or resulting from (a) any action or inaction related to the Natural Gas during the period when title to the Natural Gas is vested in the indemnifying party or (b) any breach of a covenant, representation or warranty under this Agreement by the indemnifying party. As a condition of its indemnification obligations, the indemnifying party must receive prompt notice of the indemnified claim and must have the right to control the investigation, defense, and settlement of such claim.

15. Term and Termination.

a. Service Start Date. Service under this Agreement will commence for each Account on the earliest practicable date on or after the Effective Date on which Utility recognizes SPURR or its nominee as providing gas to an Account.

b. Scheduled Termination. Subject to earlier termination as provided below, this Agreement will terminate on the Termination Date.

c. Early Termination by Participant. Participant may terminate this Agreement, for any or all Accounts, effective on June 30 of any year by giving

# RENEWAL AGREEMENT FOR NATURAL GAS SERVICES

## -- GENERAL TERMS AND CONDITIONS --

SPURR notice of such termination on or before March 1 of that year.

d. **Early Termination By SPURR.** SPURR may terminate this Agreement (i) upon thirty (30) days notice to Participant if Participant has failed to comply with any material obligations under this Agreement, including the failure to pay amounts owed to SPURR, (ii) effective on June 30 of any year by giving Participant notice of termination on or before March 1 of that year, or (iii) upon enactment or implementation by the CPUC or other governmental or regulatory authority, or by Utility, of a law, regulation, rule, or practice which conflicts with sound business practices, imposes significant unanticipated risk on either party to this Agreement, or substantially prevents either party from performing its obligations under this Agreement (other than the obligation of Participant to make payments, if any, due to SPURR), upon sixty (60) days notice to Participant, which notice shall specifically identify the regulation, rule or practice,

e. **Surviving Obligations. Notwithstanding any other provision of this Agreement,** (i) termination of this Agreement will not terminate the obligations of either party arising before the effective date of termination, including any pricing arrangements specifically entered into by the parties, (ii) Participant will pay SPURR for Natural Gas or services, if any, delivered by SPURR and received by Participant at any time, even if after the date of termination, and (iii) if Participant terminates this Agreement before the Termination Date and does not provide Notice of such early termination as prescribed above, Participant shall pay SPURR the commercially reasonable costs and expenses, including administrative overhead, attributable to liquidating forward Natural Gas supply purchases or other arrangements entered by SPURR in reliance on Participant's presence in the Gas Program.

16. **Force Majeure.** Except for Participant's obligation to make payments to SPURR when due, if either party is delayed, interrupted or prevented from performing any of its obligations under this Agreement, and such delay, interruption or prevention is due to acts of God, governmental act or failure to act, labor dispute, war, riot, civil disturbance, fire, earthquake, landslide, lightning, storm, flood, explosion, unavailability of materials, or any other cause outside the reasonable control of the party claiming suspension, and which, by the exercise of due diligence, that party is unable to prevent or overcome, then the time for performance of the affected obligations will be suspended during the continuance of the effects of the cause. The party whose performance is prevented by Force Majeure must provide Notice to the other party. Initial Notice may be given orally; however, written Notice with reasonably full particulars of the event or occurrence is required as soon as reasonably possible.

17. **Representations.** Each party represents and warrants to the other that it has the power and is authorized to enter into this Agreement. Participant represents and warrants to SPURR that, as the

Effective Date, the Accounts are not covered by any other natural gas aggregation or supply agreement.

18. **Further Assurances.** The parties will perform such further actions, including execution and delivery of other documents or instruments, as may be necessary or desirable to carry out the purposes of this Agreement.

19. **Complete Agreement.** This Agreement contains the complete agreement of the parties with respect to its subject matter and supersedes any other agreements between the parties as to that subject matter. This Agreement may be amended only by a writing signed by the parties.

20. **Severability.** If any term of this Agreement is held by a court of competent jurisdiction to be unenforceable, the remainder of this Agreement will not be affected and will be enforceable to the fullest extent permitted by law.

21. **Successors and Assigns.** This Agreement is binding on the successors and assigns of the parties.

22. **Notices.** All, invoices, payments and other communications made pursuant to this Agreement ("Notices") shall be in writing and delivered to the addresses specified in writing by the respective parties from time to time. All Notices may be sent by facsimile or mutually acceptable electronic means, a nationally recognized overnight courier service, first class mail or hand delivered Notice shall be given when received on a business day by the addressee. In the absence of proof of the actual receipt date, the following presumptions will apply. Notices sent by facsimile shall be deemed to have been received upon the sending party's receipt of its facsimile machine's confirmation of successful transmission. If the day on which such facsimile is received is not a business day or is after five p.m. on a business day, then such facsimile shall be deemed to have been received on the next following business day. Notice by overnight mail or courier shall be deemed to have been received on the next business day after it was sent or such earlier time as is confirmed by the receiving party. Notice via first class US Mail, properly addressed with postage prepaid, shall be deemed received five business days after mailing.

23. **PG&E Notice.** PG&E has requested that we include the following information into our document if applicable: "I (Participant) authorize the Core Transport Agent (SPURR) to act on the Participant's behalf, to obtain natural gas under PG&E's tariffs for Core Aggregation Service. The Participant will continue to be responsible for payment of PG&E's transportation charges, even if the Participant authorizes PG&E to send transportation charges to SPURR. The Participant also understands that the CPUC does not regulate SPURR under Core Aggregation Service. SPURR is not an agent of PG&E, and PG&E shall not be liable for any of the Core Transport Agent's acts, omissions or representations."

**PLEASE REVIEW THE ATTACHED ACCOUNT LIST.**

**TO ADD ACCOUNTS, PLEASE FAX COPIES OF  
LATEST UTILITY BILLS TO SPURR AT 925-743-  
1014 OR EMAIL INFO TO [BILLING@SPURR.ORG](mailto:BILLING@SPURR.ORG).**

# **RENEWAL AGREEMENT FOR NATURAL GAS SERVICES**

## **-- ACCOUNT LIST --**

**Rocklin Unified School District**

**Customer Account Number: 24210**

<b>Facility Account Number</b>	<b>Facility Name</b>	<b>City</b>	<b>ZIP</b>
0612078340	5740 Cobblestone Drive	ROCKLIN	95765
0862457493	5145 Topaz Avenue	ROCKLIN	95677
1356512796	6811 Camborne Way	ROCKLIN	95677
2364354460	5025 Meyers Street	ROCKLIN	95677
2447687467	5025 Meyers Street/Gymnasium	ROCKLIN	95677
2467789217	6530 Turnstone Way	ROCKLIN	95765
3154122050	2615 Sierra Meadows Drive	ROCKLIN	95677
3362529072	3000 Crest Drive	ROCKLIN	95765
3634737109	5040 5th Street	ROCKLIN	95677
3838999650	4090 Del Mar Ave - Maintenance & Operations	ROCKLIN	95677
4524897582	2140 Collet Quarry Drive	ROCKLIN	95765
5051922652	2555 Corporate Yard Road	ROCKLIN	95677
6321285387	6185 Springview Drive	ROCKLIN	95677
6837270790	701 Wildcat Blvd	ROCKLIN	95765
7632884652	2751 Breen Drive	ROCKLIN	95765
8044344537	2500 Bridlewood Dr - Sunset Ranch	ROCKLIN	95765
8508025526	3250 Victory Drive	ROCKLIN	95765
8653712756	2835 Club Drive	ROCKLIN	95765

***To add accounts, please fax copies of latest utility bills to SPURR at 925-743-1014.***

# **RENEWAL AGREEMENT FOR NATURAL GAS SERVICES**

## **-- ACCOUNT LIST --**

**Rocklin Unified School District**

**Customer Account Number: 24210**

<b>Facility Account Number</b>	<b>Facility Name</b>	<b>City</b>	<b>ZIP</b>
8903715095	2600 Wyckford Blvd	ROCKLIN	95765
9168988333	5301 Victory Lane	ROCKLIN	95765

***To add accounts, please fax copies of latest utility bills to SPURR at 925-743-1014.***

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

---

**SUBJECT:** Approve Change Order No. 01 for the Whitney High School 2014 Relocatables, Asphalt Replacement at the Alternative Education Center and Exterior Painting at Parker Whitney, Rocklin Elementary and Twin Oaks

**DEPARTMENT:** Senior Director, Facilities & Operations

---

**Background:**

During the summer of 2014 several projects were completed (the addition of two relocatables for student growth at WHS, asphalt replacement at the Alternative Education Center and complete repainting of the exteriors at Parker Whitney, Rocklin and Twin Oaks Elementary Schools). During final review by the Division of the State Architect (DSA), DSA required multiple disabled access upgrades on the WHS campus. In addition, the painter inadvertently painted the existing Club Rocklin building owned by the City at Parker Whitney. The City has agreed to reimburse the District for this cost.

**Status:**

Change Order No. 01 is presented in the amount of \$19,630.12 for approval.

**Presenter:**

Sue Wesselius

**Financial Impact:**

Current year: \$19,630.12  
Future years:  
Funding source: \$23,430.12 to be charged to Developer Fee Fund (Fund 25) and \$3,800.00 to be credited to Fund 49.

**Materials/Films:**

Change Order No. 01 is included.

**Other People Who Might Be Present:**

None

**Allotment of Time:**

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

**Packet Information:**

**Recommendation:**

It is recommended that the Board approve Change Order No.01 in the amount of \$19,630.12 and authorize the Superintendent or his designee to sign on its behalf.





**CHANGE ORDER NO. 01**

Architecture & Planning ■

December 5, 2014

2407 J Street, Suite 202 ■

Landmark Construction  
5948 King Road  
Loomis, CA 95650

Sacramento, CA 95816-5020 ■

Attention: Kevin Brennan

(916) 368-7990 ■

Subject: **Whitney High School 2014 Relocatables, Asphalt Replacement at Alternative Ed. Center and Exterior Painting at 3 sites.  
Rocklin Unified School District  
Architect's Project No. 14-1157**

FAX: (916) 368-7996 ■

You are hereby authorized to make the following changes in the subject work.

Workmanship and materials shall be in accord with standards established by the original specifications.

A Professional Corporation ■

**ITEM NO. 1: Final DSA Revisions:** Revisions made at DSA approval that include disabled accessible upgrades.

Requested by: Owner, Architect  
Reason: (See attachment)

Attachments: Landmark CM Log  
Supplemental Attachments: COR's 01 thru 13  
Change in Contract Amount ADD \$23,430.12  
No Change in Contract Performance Period

**ITEM NO. 2: Exterior Painting:** Paint City's Club Rocklin building exterior.

Requested by: Owner, Contractor  
Reason: Subcontractor inadvertently painted this existing building. City agreed to reimburse the District for this improvement.

Attachments: None  
Supplemental Attachments: None  
Change in Contract Amount DEDUCT (\$3,800.00)  
No Change in Contract Performance Period

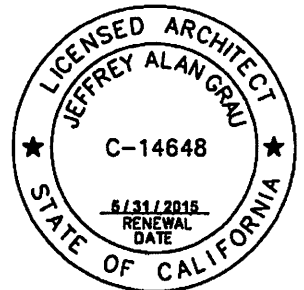
December 5, 2014  
Change Order No. 01  
Whitney High School 2014 Relocatables  
Page 2

Original Contract Amount (GMP) .....	\$	561,432.77
Contingency allowance included in GMP. ....	\$	40,000.00
Adjustment by previous change orders .....	\$	(0.00)
Adjustment by this change order .....DEDUCT .....	\$	(40,000.00)
Contingency allowance remaining .....	\$	0.00
Amount Changed by Previous Change Order(s).....	\$	0.00
Contract Amount Prior to this Change Order .....	\$	561,432.77
Amount Changed by this Change Order ..... ADD .....	\$	19,630.12
Revised Contract Amount (GMP) .....	\$	581,062.89
% Change by this Change Order	%	3.5
Total % Change of Original Contract Amount	%	3.5

Original Completion Date	August 8, 2014
Revised Completion Date Revised by Previous Changes Order(s)	August 8, 2014
Calendar Days added by this Change Order	0 Days
Revised Completion Date through this Change Order	August 8, 2014

*The acceptance and approval of this change order constitutes full and final settlement for all work and costs (including extended overhead, inefficiency and impact or delays) related to the items addressed herein with no exceptions.*

APPROVED:	_____	_____
	Rocklin Unified School District	Date
ACCEPTED:	_____	_____
	Landmark Construction	Date
APPROVED:	_____	12-5-14
	Rainforth • Grau • Architects	Date



ROCKLIN UNIFIED SCHOOL DISTRICT

Item 7.6.1  
CONSENT  
January 7, 2015

BOARD AGENDA BRIEFING

---

SUBJECT: Whitney High School ASB Retreat Overnight Field Trip

DEPARTMENT: Office of the Deputy Superintendent, Educational Services

---

**Background:**

The 9 - 12 grade classes at Whitney High School would like to participate in an ASB Executive Board Retreat at Tamarack Lodge in Truckee, CA. We will travel to Truckee on January 10, 2015 and return on January 11, 2015. While at the Tamarack Lodge in Truckee students will participate in ASB Executive Board retreat/bonding activities.

**Status:**

Staff is requesting approval for Whitney High School's 9 - 12 grade ASB members to participate in this field trip to Truckee, CA for approximately 15 students and 2 adult chaperones. The trip is scheduled for January 10, 2015 - January 11, 2015.

**Presenter(s):**

Debra Hawkins, Principal

**Financial Impact:**

Current year: \$75 per student  
Future years: NA  
Funding source: Whitney High School ASB

**Materials/Films:**

None

**Other People Who Might Be Present:**

Sherry Mauser, Assistant Principal and Jennifer Yadon, Teacher and ASB Director

**Allotment of Time:**

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

**Packet Information:**

None

**Recommendation:**

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

Submitted by: Sherry Mauser

Date: 12/8/14

Approved by Site Administrator: Debra Hawkins

Date: 12/8/14

Approved by Superintendent or  
Designee: [Signature]

Date: 12/10/14

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

---

SUBJECT: SUNSET RANCH ELEMENTARY AND MONTEREY BAY AQUARIUM Overnight  
Field Trip

DEPARTMENT: Office of the Deputy Superintendent, Educational Services

---

**Background:**

Mrs. Cihak's 4<sup>th</sup> grade class at Sunset Ranch Elementary School would like to participate in a group sleepover and morning class at the Monterey Bay Aquarium. We will travel to the Monterey Bay Aquarium on January 20, 2015 and return on January 21, 2015. While at the Monterey Bay Aquarium students will have the opportunity to apply learned science core curriculum and practicum (sea otter health, endangered ocean animals, and kelp forest study activities).

**Status:**

Mrs. Cihak is requesting approval for her 4th grade to attend a field trip to Monterey Bay Aquarium for approximately 28 students and 1 adult per child. Parent must chaperone their own child. The trip is scheduled for Tuesday, January 20 – Wednesday, January 21, 2015.

**Presenter(s):**

James Trimble, Principal

**Financial Impact:**

Current year: \$0 cost per student  
Future years: NA  
Funding source: Parent donations, and Donors Choose Grant

**Materials/Films:**

None

**Other People Who Might Be Present:**

Rebecca Cihak, 4th Grade teacher

**Allotment of Time:**

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

**Packet Information:**

None

**Recommendation:**

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

Submitted by: Rebecca Cihak Date: 12/16/14  
Approved by Site Administrator: James A Trimble Date: 12/16/14  
Approved by Superintendent or Designee: [Signature] Date: 12/16/14

ROCKLIN UNIFIED SCHOOL DISTRICT

Item 8.1  
ACTION  
January 7, 2015

BOARD AGENDA BRIEFING

---

SUBJECT: Accept 2013-14 Audit Report

DEPARTMENT: Office of the Deputy Superintendent, Business & Operations

---

**Background:**

Gilbert Associates, Inc. performed the annual 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 9<sup>th</sup> and reviewed the financials and management comments.

**Status:**

The final audit report is presented tonight and has been forwarded to the State Controller's Office, as required.

**Presenter:**

Barbara L. Patterson

**Financial Impact:**

Current year: N/A

Future years: N/A

Funding source: N/A

**Materials/Films:**

None

**Other People Who Might Be Present:**

Thom Gilbert, Gilbert Associates, Inc.

**Allotment of Time:** Approximately 10 minutes.

Check one of the following: ☐ Consent Calendar ☒ 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:**

It is recommended that the Board accept the final audit report as presented tonight.

# ROCKLIN UNIFIED SCHOOL DISTRICT

Item 8.2  
ACTION  
January 7, 2015

## BOARD AGENDA BRIEFING

---

**SUBJECT:** Approve Replacement of Old Relocatables and the Addition of new Relocatables at Granite Oaks Middle School

**DEPARTMENT:** Senior Director, Facilities & Operations

---

**Background:**

During the recent update to the District's Five Year Facilities Master Plan, the decision to send new students generated from Area 12 located east of Whitney High School to Granite Oaks Middle School was determined. Approximately 200 new students are expected to be generated from this new development which translates into eight additional classrooms needed. There are also seven relocatables that must be replaced as they have exceeded their useful life.

**Status:**

Facilities Staff has met with the architect who designed Granite Oaks Middle School, as well as the administration from Granite Oaks to look at the optimal classroom configuration. Because the duration of construction will exceed the summer break, staff is developing a project that can be begun while school is in session.

**Presenter:**

Sue Wesselius  
Mitch McAllister, President of California Design West Architects, Inc.

**Financial Impact:**

Current year: Estimated at \$5,000,000  
Funding source: \$3,500,000 from Developer Fees – Fund 25 and  
\$1,500,000 from Mello Roos – Fund 49

**Materials/Films:**

Proposed site layout.

**Other People Who Might Be Present:**

Jay Holmes, Principal

**Allotment of Time:**

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

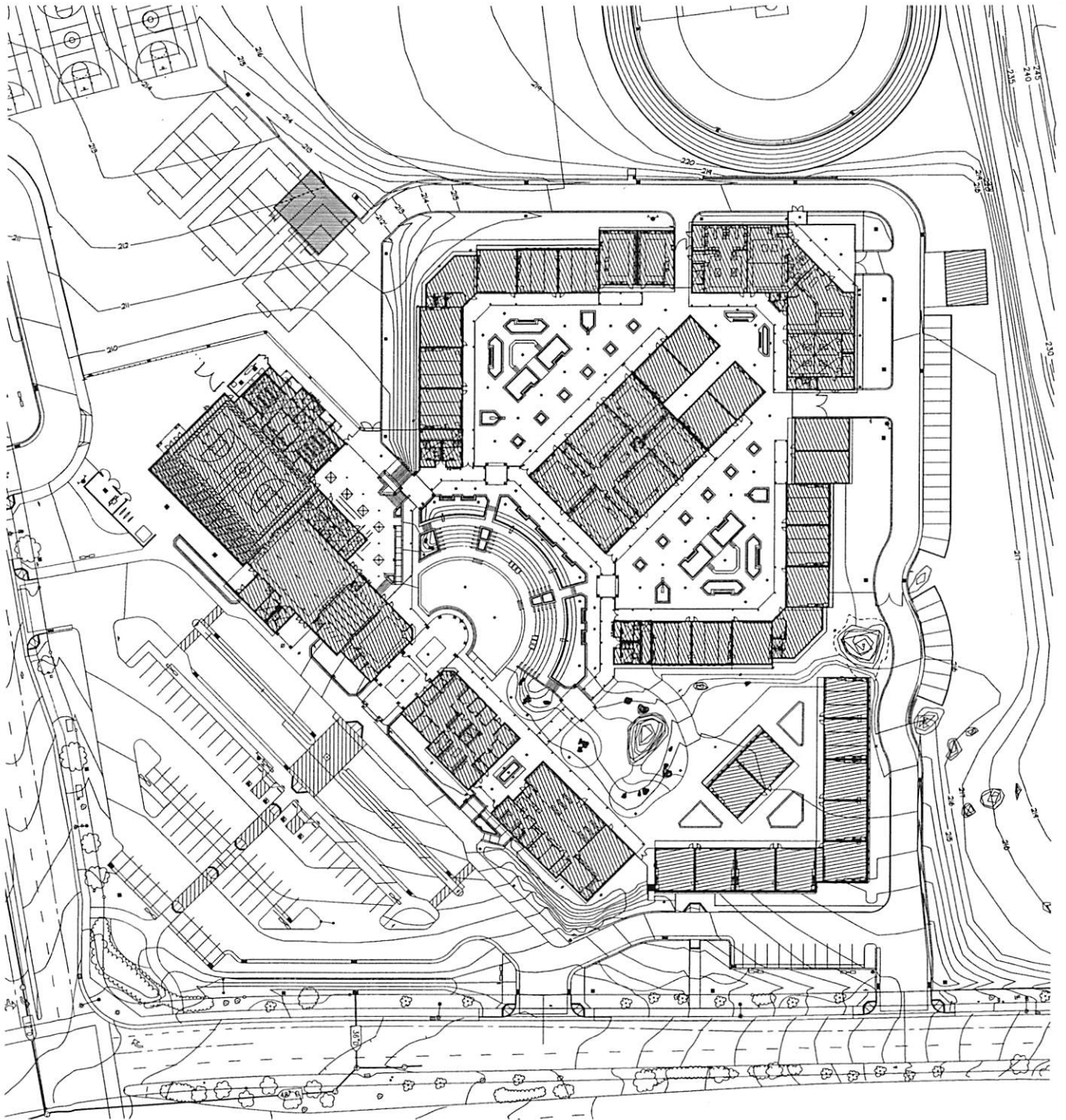
**Packet Information:**

Power point presentation showing design

**Recommendation:**

It is recommended that the Board authorize staff to proceed with the final design work and Division of State Architect approval for the replacement of seven existing classrooms and the addition of eight new classrooms at Granite Oaks Middle School to accommodate growth.





# Granite Oaks Expansion

## Summer 2015

Board Meeting  
January 7, 2015

*Presented by:*  
*Sue Wesselius, Sr. Director of Facilities & Operations*

# Need Established by 5-Year Facilities Master Plan

- 5 Year Facility Master Plan was approved by the Board in June, 2014. Three Board workshops were held.
- Plan adopted slow-growth projections.
- Approximately 200 grade 7-8 students will be generated from Area 12 (east of WHS) and will attend Granite Oaks MS.
- These students will require 8 additional classrooms due to standard load of 28 students per classroom for planning purposes.



# Obsolete Classrooms E1-E7

Industry standard life expectancy= 15 yrs.

Age of E1-E7 = 16 yrs.

Flooring/siding is deteriorating

Not on Energy Management Systems

Window shutters damaged

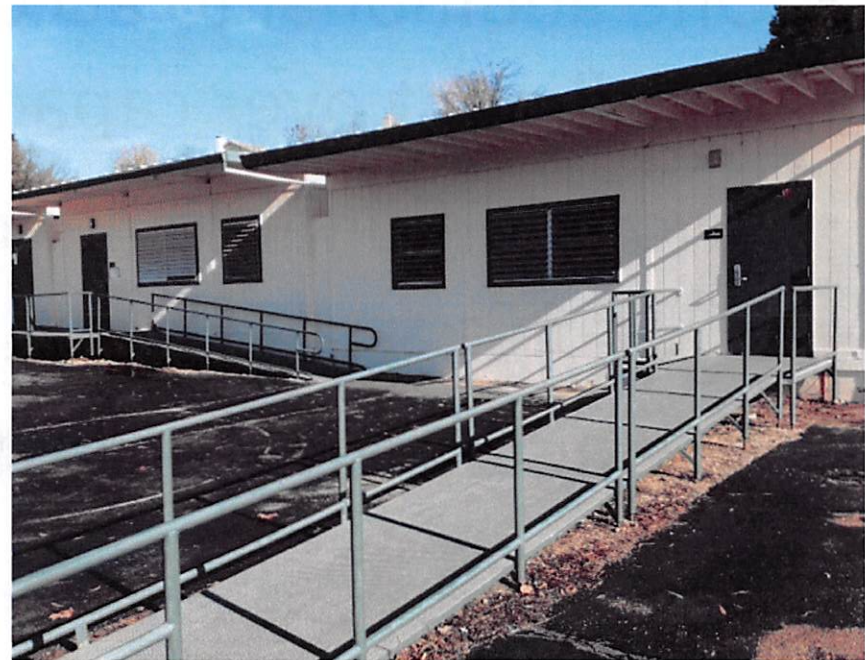
Ramps deteriorating

Evidence of dry rot

Lighting fixtures need to be upgraded

Carpeting should be replaced

HVAC units nearing end of useful life

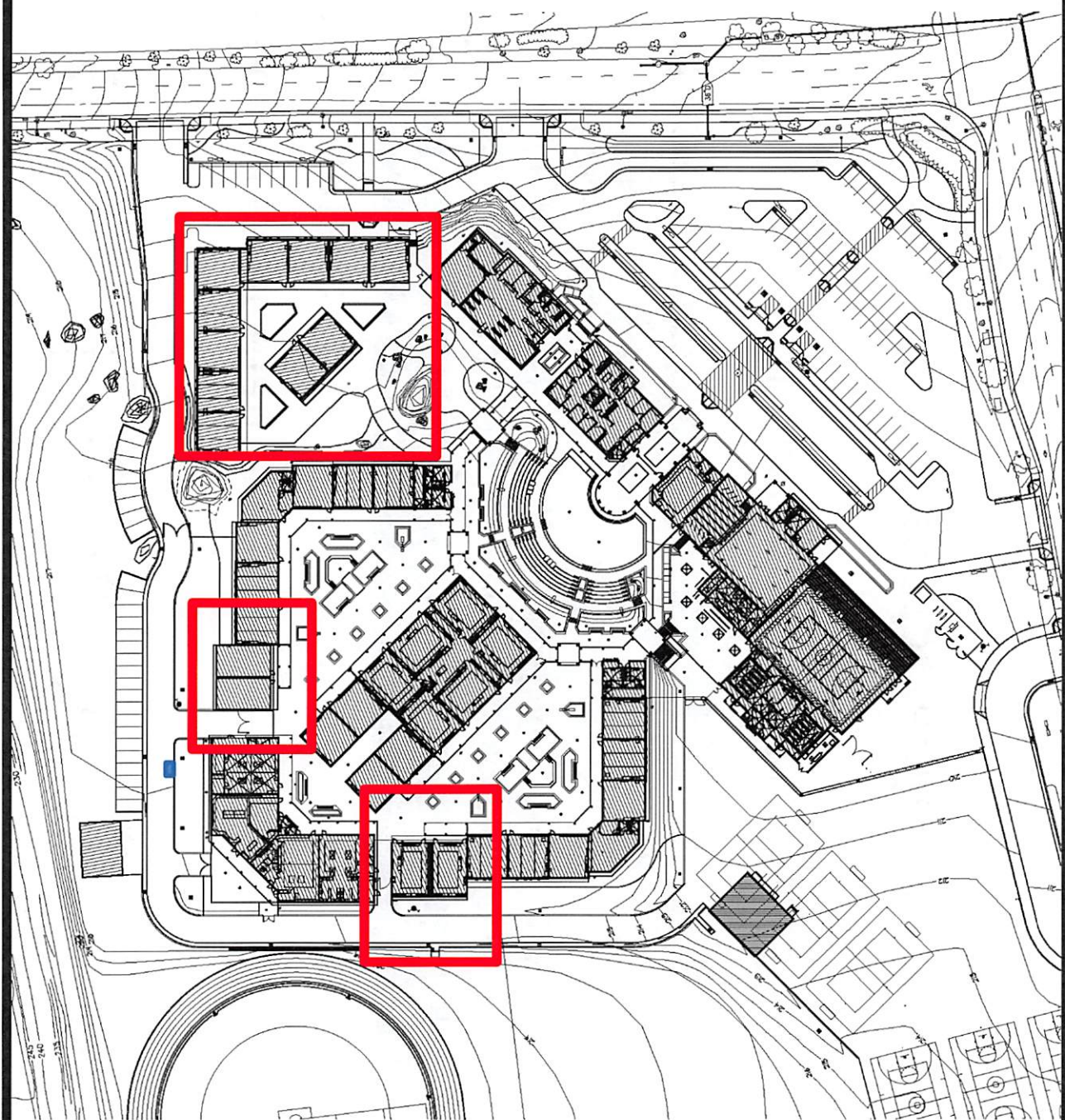


# Expansion Needs

Total Needs = 15 new classrooms comprised of:

- Seven replacement classrooms;
- One additional to accommodate current enrollment over capacity;
- Two additional to handle new arrivals during 2015-16;
- Five additional through build out (2024-25)
- Two of 15 to be science labs





# Relocatables vs. Permanent

- Price point closer than expected
- Budget estimates:

15 Relocatables	15 Permanent Classrooms
Basic building - \$4,500,000 To include upgrades (mechanical wells, energy efficient HVAC, etc.) similar to permanent = <b>\$4,600,000</b>	Permanent construction – <b>\$4,900,000</b>

- Funding will be from Developer Fees (Fund 25) and Mello Roos (Fund 49)
- These funds can only be used for facility projects



# Pro's & Con's

## Relocatable Classrooms

- Pro's:
  - Manufactured off site for quicker installation on site
  - Less expensive labor costs, but more expensive due to delivery
  - Future flexibility, moveable
- Con's
  - Lesser quality
  - Less energy efficient
  - Doesn't match existing campus
  - Temporary appearance
  - 15 year life expectancy

## Permanent Classrooms

- Pro's
  - Matches existing campus
  - Permanent construction for longer life (25 years plus)
  - Better quality
  - More energy efficient
- Con's
  - Longer construction duration
  - Cannot be moved



# Construction Timeline

- 7 existing relocatables are being used as classrooms
- Scope exceeds two month summer break
- DSA will require a minimum of 3-4 month for review
- Award Lease-Leaseback in April/May, 2015
- Anticipate a 6 month construction period beginning in May
- If construction begins in mid-May, occupancy should occur in mid-November
- Granite Oaks can accommodate this schedule with minimal disruption to classrooms due to location of construction zones and access availability

# Next Steps

## January 7, 2015:

- Seek Board approval to proceed with design and construction of permanent classroom buildings

## January 21, 2015:

- Seek contract approval for Architectural firm of California Design West
- Seek approval of Geotechnical & Geohazard studies

## March/April, 2015:

- Seek approval to request proposals for Lease/Leaseback entity

## April/May, 2015:

- Award Lease/Leaseback contract

## ROCKLIN UNIFIED SCHOOL DISTRICT

## BOARD AGENDA BRIEFING

---

**SUBJECT:** Administrative Regulation (AR) / Board Policy (BP)  
AR 4112.2 Certification  
BP 4112.2 Certification

**DEPARTMENT:** Office of the Assistant Superintendent – Human Resources

---

**Background:**

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

**Status:**

**AR 4112.2 – Certification** (existing Board Policy)

**BP 4112.2 – Certification** (existing Board Policy)

Policy updated to add and clarify material, formerly in AR, on priorities for hiring when a teacher with a preliminary or clear credential is unavailable. Policy also reflects NEW TITLE 5 REGULATIONS (Register 2013, No. 28) which provide that the provisional internship permit is not renewable and change the timelines for reissuance of emergency permits. Material on advanced certification through the National Board for Professional Teaching Standards (NBPTS) updated to reflect NEW LAW (AB 97, 2013) which eliminated categorical funding for incentive awards to NBPTS-certificated teachers.

Regulation updated to delete material on visiting faculty permits pursuant to the sunset date in Education Code 44300.1. Regulation also reflects NEW TITLE 5 REGULATIONS (Register 2013, No. 28) which provide that the provisional internship permit is not renewable and change the timelines for reissuance of emergency permits.

**Presenter(s):**

Colleen Slattery

**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 [X] Action Item [ ] Information Item

**Packet Information Item:**

AR 4112.2 and BP 4112.2 Certification

**Recommendation:**

Staff is recommending approval of the revision to AR and BP 4112.2.

# Rocklin USD

## Administrative Regulation

### Certification

AR 4112.2  
Personnel

#### Registration Verification of Credentials

~~Each person employed by the district for~~ The Superintendent or designee shall verify that each employee in a position requiring certification qualifications ~~shall, within 60 days after beginning employment, register with the county office of education possesses~~ a valid certification document credential issued by the Commission on Teacher Credentialing (CTC) ~~authorizing the person to work in that position. Certificated employees also~~ Such verification shall occur not later than register renewed credentials within 60 days after the commencement of employment or the renewal of a credential. (Education Code ~~44330,~~ 44857)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching English Language Learners)

(cf. 4112.23 - Special Education Staff)

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

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 5148 - Child Care and Development)

(cf. 6178 - Career Technical Education)

(cf. 6200 - Adult Education)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

(cf. 3580 - District Records)

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

#### Basic Skills Proficiency Test

The district shall not initially hire ~~a person~~ in a position requiring certification, on a permanent, temporary, or substitute basis, a certificated person seeking employment in the capacity designated in his/her credential unless that person has demonstrated basic skills proficiency passed the California Basic Educational Skills Test (CBEST) in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

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

~~(cf. 4112.23 - Special Education Staff)~~

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



(cf. 4121—Temporary/Substitute Personnel)  
 (cf. 5148—Child Care and Development)  
 (cf. 6178—Career Technical Education)  
 (cf. 6178.2—Regional Occupational Center/Program)  
 (cf. 6200—Adult Education)

The district may hire a certificated ~~teacher-employee~~ who has not taken ~~the CBEST a test of basic skills proficiency~~ if he/she has not yet been afforded the opportunity to take the test, ~~provided that he/she~~. ~~The employee shall~~ takes the test at the earliest opportunity. ~~and The employee~~ may remain employed by the district pending the receipt of his/her test results. (Education Code 44830)

An out-of-state prepared teacher shall ~~complete the CBEST~~ meet the basic skills requirement within one year of being issued a California preliminary credential by the CTC unless he/she has completed a basic skills proficiency test in another state or is otherwise exempted by law. ~~The district shall develop a An out-of-state prepared teacher applying to the CTC for a one-year nonrenewable credential pending completion of the CBEST requirement shall pass the district's basic skills proficiency test, which shall be is at least equivalent to the district test required for high school graduation, for purposes of assessing out-of-state prepared teachers pending completion of the basic skills requirement.~~ (Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

(cf. 6146.1 - High School Graduation Requirements)  
 (cf. 6146.2 - Certificate of Proficiency)  
 (cf. 6162.5 - High School Exit Examination))

Any person holding or applying for a “designated subjects -special subjects” credential which does not require possession of a bachelor's degree shall pass the district proficiency test in lieu of the CBEST meeting the state basic skills proficiency requirement. (Education Code 44252, 44830)

The district ~~shall~~ may charge a fee to cover the costs of developing, administering, and grading the district proficiency test. (Education Code 44252, 44830)

#### Short-Term Staff Permit

The district may request that the CTC issue a short-term staff permit (STSP) to a qualified applicant ~~who meets the qualifications specified in 5 CCR 80021~~ whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to an acute staffing need, including, but not limited to, the following circumstances: (5 CCR 80021)

1. Enrollment adjustments ~~require~~ requiring the addition of another teacher.
2. Inability of Tthe teacher of record ~~is unable~~ to finish the school year due to approved leave or illness.

3. The applicant's needs for additional time to complete preservice requirements for enrollment into an approved internship program.

(cf. 4112.21—Interns)

4. Inability of Tthe applicant ~~is unable~~ to enroll in an approved internship program due to timelines or lack of space in the program.

5. Unavailability of Aa third-year extension of an internship program ~~is unavailable~~ or the applicant's ~~has~~ withdrawal from an internship program.

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single subject, or education specialist STSP as appropriate.

When requesting issuance of an STSP, the ~~district~~ Superintendent or designee shall submit to the CTC: (5 CCR 80021)

1. Verification that the district ~~it~~ has conducted a local recruitment for the permit being requested

2. Verification that the district ~~it~~ has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

3. Written justification for the permit signed by the Superintendent or designee

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

Provisional Internship Permit

Before requesting that the CTC issue a provisional internship permit (PIP), the district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not be limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media. The district may request that the CTC issue a provisional internship permit (PIP) to an applicant who meets the qualifications specified in 5 CCR 80021.1 whenever a suitable credentialed teacher cannot be found after a diligent search. The district shall verify all of the following: (5 CCR 80021.1, 80026.5)



(cf. 4111/4211/4311 - Recruitment and Selection)

Whenever a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may request that the CTC issue a PIP to an applicant who possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021.1 for the multiple subject, single subject, or education specialist PIP as appropriate. (5 CCR 80021.1)

When submitting the request for a PIP, the district shall provide verification of all of the following: (5 CCR 80021.1, 80026.5)

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.

~~The search shall include, but not be limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media.~~

~~(cf. 4111/4211/4311—Recruitment and Selection)~~

2. Orientation, guidance, and assistance shall be provided to the permit holder as specified in 5 CCR 80026.5.

The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience.  
~~The Superintendent or designee shall assign an experienced educator to guide and assist each permit holder.~~

3. The district shall assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.

4. The district shall assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.

5. A notice of intent to employ the applicant in the identified position has been made public.

The district shall submit a copy of the agenda item presented at a public Board of Trustees meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that he/she will be teaching, and that the applicant will be employed on the basis of a PIP. The district also



shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.

6. The candidate has been apprised of steps to earn a credential and enroll in an internship program.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

### Visiting Faculty Permits

~~The district may request that the CTC issue a visiting faculty permit authorizing an individual to teach in departmentalized classes if he/she has at least three years full-time teaching experience at an accredited postsecondary institution, possesses a master's degree in a subject area closely related to the subject he/she proposes to teach, and meets other qualifications specified in law. In such cases, the district shall provide the CTC with both of the following: (Education Code 44300.1)~~

~~1. Annual documentation that the district has implemented a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, and participating in job fairs in California, but has been unable to recruit a sufficient number of certificated teachers to teach the subject matter that the visiting faculty member proposes to teach~~

~~2. The Board adopted Declaration of Need for Fully Qualified Educators based on the documentation set forth in item #1~~

### Credential Waiver/"Long-Term Substitute"-Emergency Permits

~~If the district is unable to place at a school site a teacher who has completed a teacher preparation program, the district shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)~~

~~1. A candidate who is qualified to participate in and enrolls in an approved internship program in the region of the district~~

~~2. A candidate who is scheduled to complete preliminary credential requirements within six months and who is provided orientation, guidance, and assistance by the district~~

~~If an individual who meets the criteria specified in item #1 or 2 above is not available to the district, the district may, as a last resort, request from the CTC a credential waiver or an emergency permit for the assignment of an individual who does not meet those criteria. (Education Code 44225.7; 5 CCR 80023, 80026)~~

~~The district may request an emergency permit authorizing resource specialist, Crosscultural,~~



~~Language and Academic Development (CLAD), Bilingual, Crosscultural, Language and Academic Development (BCLAD), or library media services.~~

~~In order to request Prior to requesting that the CTC issue an emergency permit, a limited assignment permit which allows a fully credentialed teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization, the Board shall annually approve at the district shall annually submit the Board-approved Declaration of Need for Fully Qualified Educators on a form provided by the CTC, including certification that the district has made reasonable efforts to recruit a fully prepared teacher for the assignment. (Education Code 44225.7; 5 CCR 80023, 80026)~~

The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled public Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

As necessary, the Superintendent or designee may request that the CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency crosscultural language and academic development permit, or emergency bilingual authorization permit. (5 CCR 80024.3.1, 80024.6, 80024.7, 80024.8)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation to teaching which ~~shall~~, to the extent reasonably feasible, occur before he/she begins a teaching assignment. The Superintendent or designee may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

(cf. 4117.14/4317.14 - Postretirement Employment)

#### Emergency Substitute Teaching Permits

~~The district may employ F~~for day-to-day substitute teaching, at any grade level, the district may employ a person with an emergency substitute permit issued by the CTC, ~~with the following restrictions provided that:~~

1. A person holding an emergency 30-day substitute permit, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the CBEST, shall not serve as a substitute for more than 30 days for any one teacher during the school year. He/she shall not serve as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)
2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)

3. A person with an emergency substitute permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)

4. A person with an emergency designated subjects 30-day substitute teaching permit for career technical education shall teach only in a program of technical, trade, or vocational education and not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

Before employing a person with an emergency substitute permit pursuant to item #1 or 4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

Regulation ROCKLIN UNIFIED SCHOOL DISTRICT  
 approved: \_\_\_\_\_ July 15, 2009 \_\_\_\_\_ Rocklin, California  
revised: January 7, 2015 Rocklin, California



# Rocklin USD

## Board Policy

### Certification

BP 4112.2

### Personnel

The Board of Trustees recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed in-to fill positions requiring certification qualifications possess the appropriate credential, ~~or permit, or other certification document~~ from the Commission on Teacher Credentialing (CTC) authorizing their employment in such positions, and fulfill any additional state, federal, or district requirements for the position.

(cf. 4111/4122/4311 - Recruitment and Selection)

(cf. 4112.21 - Interns)

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

(cf. 4112.23 - Special Education Staff)

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

(cf. 4112.5/4312.5 - Criminal Record Check)

(cf. 4113 - Assignment)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 5148 - Child Care and Development)

(cf. 6178 - Career Technical Education-)

~~(6178.2 - Regional Occupational Center/Program)~~

(cf. 6200 - Adult Education)

~~All teachers of core academic subjects shall meet the requirements of the No Child Left Behind Act. (20 USC 6319, 7801; 5 CCR 6100-6125)~~

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

~~When a credentialed teacher or intern is not available, the district may request that the CTC issue a short-term staff permit, provisional internship permit (PIP), visiting faculty permit, emergency permit, or credential waiver under the conditions and limitations provided in state and federal law.~~

~~When requesting a PIP, the Board shall approve, as an action item at a public Board meeting, a notice of intent to employ the applicant in the identified position. (5 CCR 80021.1)~~

~~Before requesting a visiting faculty permit or emergency permit, the Board shall annually approve a Declaration of Need for Fully Qualified Educators as an action item at a regularly-scheduled public Board meeting. (Education Code 44300.1; 5 CCR 80026)~~

The Superintendent or designee ~~shall~~ may provide assistance and support ~~and guidance~~ to ~~noncredentialed~~ teachers ~~in accordance with law to ensure the quality of the instructional program. He/she also may provide assistance and support to staff~~ holding preliminary credentials to help them meet the qualifications required for the ~~professional~~ clear credential.

(cf. 4131 - Staff Development)

(cf. 4131.1 - Beginning Teacher Support/Induction)

~~(cf. 4138—Mentor Teachers)~~

#### Priorities for Hiring Based on Unavailability of Credentialed Teacher

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher for each assignment. Whenever a teacher with a clear or preliminary credential is not available, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. A candidate who is qualified to participate in and enrolls in an approved intern program in the region of the district

2. A candidate who is scheduled to complete preliminary credential requirements within six months and who holds a provisional internship permit (PIP) or short-term staff permit issued by the CTC

The Board shall approve, as an action item at a public Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

3. As a last resort, an individual who holds an emergency permit issued by the CTC or for whom a credential waiver has been granted by the CTC

Prior to requesting that the CTC issue an emergency permit pursuant to item #3 above or a limited assignment permit which allows a fully credentialed teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled public Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the



Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

National Board for Professional Teaching Standards Certification

The Board encourages district teachers to voluntarily complete the requirements for the advanced ~~seek additional~~ certification ~~from awarded by~~ the National Board for Professional Teaching Standards ~~which demonstrates advanced knowledge and teaching skills.~~

The Superintendent or designee shall inform all teachers about the program and how to acquire the necessary application and information materials. In accordance with collective bargaining agreement and the district budget, ~~The Superintendent or designee may provide release time, fee support, a stipend upon completion, or other support to teachers participating in the program-~~ ~~contingent upon funding.~~

(cf. 4161.3 - Professional Leaves)

Legal Reference:

EDUCATION CODE

8360-8370 Qualifications of child care personnel

32340-32341 Unlawful issuance of a credential

35186 Complaints regarding teacher vacancy or misassignment

~~41520-41522 Teacher Credentialing Block Grant~~

~~42647 Eligibility to issue warrants~~

44066 Limitations on certification requirements

44200-44399 Teacher credentialing, especially:

44250-44277 Credential types; minimum requirements

~~44279.1-44279.7 Beginning Teacher Support and Assessment Program~~

44300-44302 Emergency permits ~~and visiting faculty permits~~

~~44320.2 Teachers' performance assessment~~

44325-44328 District interns

44330-44355 Certificates and credentials

~~44380-44387 Alternative certification program~~

~~44395-44399 National Board for Professional Teaching Standards~~

44420-44440 Revocation and suspension of credentials

44450-44468 University internship program

~~44560-44562 Certificated Staff Mentoring Program~~

~~44735 Teaching as a Priority Block Grant~~

~~44830-44929 Employment of certificated persons; requirement of proficiency in basic skills~~

56060-56063 Substitute teachers in special education

CODE OF REGULATIONS, TITLE 5

6100-6125 Teacher qualifications, No Child Left Behind Act  
80001-80674.6 Commission on Teacher Credentialing  
UNITED STATES CODE, TITLE 20

~~6311 Parental notifications~~

~~6312 Title I local educational agency plan~~

6319 Highly qualified teachers

7801 Definitions, highly qualified teacher

CODE OF FEDERAL REGULATIONS, TITLE 34

200.55-200.57 Highly qualified teachers

200.61 Parent notification regarding teacher qualifications

COURT DECISIONS

Association of Mexican-American Educators et al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F.Supp. 1534

Management Resources:

~~COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE~~

~~08-11 Approval of Amendments to Title 5 Regulations Pertaining to Multiple Subject, Single-Subject or Education Specialist Short-Term Staff Permit, July 18, 2008~~

~~08-09 New Online Credential View and Print Process, July 3, 2008~~

~~07-23 Visiting Faculty Permit, December 14, 2007~~

~~07-19 Designated Subjects Career Technical Education Teaching Credential, December 14, 2007~~

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

CL-667 Basic Skills Requirement

CL-856 Provisional Internship Permit

CL 858 Short-Term Staff Permit

3-01 Hiring Hierarchy in Education Code 44225.7, Coded Correspondence, January 30, 2013

Subject Matter Authorization Guideline Book, 2012

Supplementary Authorization Guideline Book, 2012

California Standards for the Teaching Profession, 2009

Teacher Supply in California: A Report to the Legislature, April 2008

Standards of Quality and Effectiveness for Professional Teacher Induction Programs, June 2008

The Administrator's Assignment Manual, rev. September 2007

Standards of Quality and Effectiveness for Professional Teacher Preparation Programs, rev. March 2007

California Standards for the Teaching Profession, July 1997

~~U.S. DEPARTMENT OF EDUCATION GUIDANCE~~

~~Improving Teacher Quality State Grants, rev. October 5, 2006~~

WEB SITES

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

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

~~California Teacher Credentialing Examinations: <http://www.ctcexams.nesine.com>~~

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

Commission on Teacher Credentialing, Commission's Credential Information Guide (for employers' use only): <http://www.ctc.ca.gov/credentials/cig>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

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

Policy ROCKLIN UNIFIED SCHOOL DISTRICT  
adopted: \_\_\_\_ July 15, 2009 \_\_\_\_ Rocklin, California  
revised: January 7, 2015 Rocklin, California



# ROCKLIN UNIFIED SCHOOL DISTRICT

Item 8.4  
ACTION  
January 7, 2015

## BOARD AGENDA BRIEFING

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**SUBJECT:** Administrative Regulation (AR) / Board Policy (BP)  
AR 4115 Evaluation/Supervision BP 4115 Evaluation/Supervision  
BP 4315 Evaluation/Supervision BP 4315.1 Staff Evaluating Teachers

**DEPARTMENT:** Office of the Assistant Superintendent – Human Resources

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### Background:

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

### Status:

**AR 4115 Evaluation/Supervision** (existing Board Policy)  
**BP 4115 Evaluation/Supervision** (existing Board Policy)  
**BP 4315 Evaluation/Supervision** (existing Board Policy)  
**BP 4315.1 Staff Evaluating Teachers** (deleted Board Policy)

Mandated regulation updated to reflect NEW LAW (AB 97, 2013) which eliminated the Peer Assistance and Review (PAR) program. Regulation also adds section on qualifications of evaluators based on material formerly in BP 4315.1 - Staff Evaluating Teachers.

Mandated policy updated to include evaluation criteria formerly in AR since establishing criteria is a responsibility of the board. Policy also revised to clarify that evaluation procedures are subject to negotiation.

Mandated policy reorganized to delete separate sections for certificated and classified administrators/supervisors to provide consistency in evaluation purposes and procedures. Policy also revised to emphasize consistency of evaluation procedures with employee contracts and collective bargaining agreements, link staff evaluations to decisions about contract renewal as specified in BP 4312.1 - Contracts, add optional evaluation criteria specified in law, and reflect the revised California Professional Standards for Educational Leaders as adopted by the CTC in February 2014.

(BP 4315.1 deleted) Policy deleted and key concepts incorporated into BP 4115 - Evaluation/Supervision.

### Presenter(s):

Colleen Slattery

### 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 [X] Action Item [ ] Information Item

### Packet Information Item:

AR 4115, BP 4115, BP 4315 Evaluation/Supervision and BP 4315.1 Staff Evaluating Teachers

### Recommendation:

Staff recommends approval of the revision to AR 4115, BP 4115, BP 4315 Evaluation/Supervision and deletion of BP 4315.1 Staff Evaluating Teachers.



# Rocklin USD

## Administrative Regulation

### Evaluation/Supervision

AR 4115  
Personnel

Evaluation of certificated employees shall be conducted in accordance with the procedures established in this administrative regulation and applicable collective bargaining agreements. To the extent that any of those provisions conflict, the procedures in the collective bargaining agreement shall be implemented.

(cf. 4141/4241 - Collective Bargaining Agreement)

The Superintendent or designee shall print and make available to certificated employees written regulations related to the evaluation of their performance in their assigned duties. (Education Code 35171)

~~(cf. 4100—Certificated Personnel)~~

~~(cf. 4141/4241—Collective Bargaining Agreement)~~

~~(cf. 4112.9 - Employee Notifications)~~

~~Certificated staff shall receive information regarding the district's evaluation criteria and procedures upon employment with the district and whenever the criteria are revised.~~

~~(cf. 4112.21—Interns)~~

~~(cf. 4131.1—Beginning Teacher Support/Induction)~~

~~(cf. 4315.1—Staff Evaluating Teachers)~~

#### Frequency of Evaluations

Each probationary certificated employee shall be evaluated at least once each school year. (Education Code 44664)

(cf. 4116 - Probationary/Permanent Status)

(cf. 4117.6 - Decision Not to Rehire)

Alternatively, if the evaluator and employee agree, a permanent employee shall be evaluated at least every five years provided he/she has been employed by the district at least 10 years, was rated in his/her previous evaluation as meeting or exceeding standards, and meets the qualifications of a highly qualified teacher as defined in 20 USC 7801, if his/her position requires such qualifications. Either the evaluator or the employee may withdraw consent for the alternative schedule at any time. (Education Code 44664)

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

~~In addition, probationary teachers shall be formally observed and given constructive feedback at least once each semester and more often when necessary, as part of the evaluation process. Within three school days of each formal observation, a conference shall be held between the evaluator and the probationary teacher.~~

~~The performance of each certificated employee with permanent status shall be evaluated and assessed on a continuing basis as follows: (Education Code 44664)~~

~~1. — At least every other year~~

~~2. — At least every three years if all of the following conditions are met:~~

~~a. — The employee has been employed by the district at least 10 years.~~

~~b. — The employee meets the qualifications of a highly qualified teacher as defined in 20 USC 7801 of the federal No Child Left Behind Act, if 20 USC 6319 requires that his/her position be filled by a highly qualified teacher.~~

~~c. — The employee's previous evaluation rated him/her as meeting or exceeding standards and evaluator recommends placing employee on a three-year cycle.~~

~~d. — The evaluator and the employee agree to this schedule. Either the evaluator or the employee may withdraw consent at any time.~~

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

~~3. — Annually, if the permanent employee has received an unsatisfactory evaluation until he/she receives a satisfactory evaluation or is separated from the district~~

(cf. 4117.4 - Dismissal)

#### Evaluation CriteriaResults

Certificated instructional employees shall receive a written copy of their evaluation no later than 30 days before the last scheduled school day of the school year in which the evaluation takes place. Before the last scheduled school day of the school year, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Noninstructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Instructional and noninstructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the employee's



personnel file. (Education Code 44663)

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

Evaluations shall include recommendations, if necessary, as to areas in need of improvement in the employee's performance. If an employee is not performing satisfactorily according to teaching standards approved by the Governing Board pursuant to Education Code 44662, the Superintendent or designee shall so notify the employee in writing and shall describe the unsatisfactory performance. The Superintendent or designee shall confer with the employee, make specific recommendations as to areas needing improvement, and endeavor to provide assistance to the employee in his/her performance. (Education Code 44664)

~~The Superintendent or designee shall assess the performance of certificated instructional staff as it reasonably relates to the following criteria: (Education Code 44662)~~

~~1.—— Students' progress toward district standards of expected achievement for their grade level in each area of study and, if applicable, towards the state-adopted content standards as measured by state-adopted criterion-referenced assessments~~

~~(cf. 6011—Academic Standards)~~

~~(cf. 6162.5—Student Assessment)~~

~~2.—— The instructional techniques and strategies used by the employee~~

~~3.—— The employee's adherence to curricular objectives~~

~~4.—— The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities~~

~~The evaluation of certificated employee performance shall not include the use of publishers' norms established by standardized tests. (Education Code 44662)~~

~~Noninstructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities. (Education Code 44662)~~

#### Evaluation Results

~~Certificated instructional employees shall receive a written copy of their evaluation no later than 30 days before the last scheduled school day of the school year in which the evaluation takes place. Before the last scheduled school day of the school year, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)~~

~~Noninstructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)~~

~~Instructional and noninstructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the employee's personnel file. (Education Code 44663)~~

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

~~Evaluations shall include recommendations, if necessary, as to areas in need of improvement in the employee's performance. If an employee is not performing satisfactorily according to teaching standards approved by the Board of Trustees pursuant to Education Code 44662, the Superintendent or designee shall so notify the employee in writing and describe the unsatisfactory performance. The Superintendent or designee shall confer with the employee, make specific recommendations as to areas needing improvement, and endeavor to provide assistance to the employee in his/her performance. (Education Code 44664)~~

~~Any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction shall participate in the district's peer assistance and review program. (Education Code 44662, 44664)~~

~~(cf. 4139—Peer Assistance and Review)~~

The Superintendent or designee may require any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction to participate in a program designed to improve appropriate areas of performance and to further student achievement and the district's instructional objectives. (Education Code 44664)

(cf. 4131 - Staff Development)

~~(cf. 4138—Mentor Teachers)~~

(cf. 4131.1 - Teacher Support and Guidance)

### Qualifications of Evaluators

The Superintendent or designee shall assign the principal or other appropriate supervisory personnel to evaluate certificated staff. He/she shall ensure that the evaluator:

1. Possesses a valid administrative credential
2. Is competent in the instructional methodologies used by the teachers being evaluated
3. Is skilled in the supervision of instruction and in techniques and procedures related to the evaluation of instruction
4. Is familiar with district curriculum priorities and practices, district standards for student progress, and district policies and procedures related to personnel supervision, performance evaluation, and staff development



Regulation ROCKLIN UNIFIED SCHOOL DISTRICT  
approved: \_\_\_\_\_ December 17, 2008 \_\_\_\_\_ Rocklin, California  
revised: January 7, 2015 Rocklin, California

# Rocklin USD

## Board Policy

### Evaluation/Supervision

BP 4115

#### Personnel

The Board of Trustees believes that regular, ~~and~~ comprehensive evaluations ~~designed to hold~~~~an-~~~~help~~ instructional staff accountable for ~~improve~~ their performance are key to improving their teaching skills and raise-raising students' levels of achievement. ~~Evaluations also serve to hold-~~~~staff accountable for their performance. The Superintendent or designee shall evaluate the-~~~~performance of certificated staff members in accordance with law, negotiated employee contracts~~~~and Board-adopted evaluation standards.~~

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4315 - Evaluation/Supervision)

~~Objective standards from the National Board for Professional Teaching Standards and/or the California Standards for the Teaching Profession shall be reviewed and may be incorporated in-~~~~district evaluation standards with the agreement of the exclusive representative of the certificated~~~~staff.~~

~~(cf. 4119.21/4219.21/4319/21—Professional Standards)~~

~~(cf. 4140/4240—Bargaining Units)~~

~~(cf. 4315.1—Staff Evaluating Teachers)~~

~~Evaluation procedures may include observation of teacher performance in the classroom.~~

~~The Superintendent or designee shall ensure that evaluation ratings have uniform meaning-~~~~throughout the district.~~

Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When areas needing improvement are identified, the Board expects employees to accept responsibility for improving their performance and encourages them to take the initiative to request assistance as necessary, including. ~~—The Superintendent or designee shall assist employees in improving their performance and may-~~~~require participation in appropriate~~~~programs~~staff development and/or individualized teacher support and guidance programs. ~~Staff members are encouraged to take initiative to request-~~~~assistance as necessary to promote effective teaching.~~

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Decision Not to Rehire)

(cf. 4131 - Staff Development)  
~~(cf. 4139 - Peer Assistance and Review)~~  
~~(cf. 4131.1 - Teacher Support and Guidance)~~

The Superintendent or designee shall assess the performance of certificated instructional staff as it reasonably relates to the following criteria: (Education Code 44662)

1. Students' progress toward meeting district standards of expected achievement for their grade level in each area of study and, if applicable, towards the state-adopted content standards as measured by state-adopted criterion-referenced assessments

~~(cf. 6011 - Academic Standards)~~  
~~(cf. 6162.5 - Student Assessment)~~  
~~(cf. 6162.51 - State Academic Achievement Tests)~~

2. The instructional techniques and strategies used by the employee

3. The employee's adherence to curricular objectives

4. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities

With the agreement of the exclusive representative of the certificated staff when applicable, the Superintendent or designee may incorporate objective standards from the National Board for Professional Teaching Standards and/or the California Standards for the Teaching Profession into district evaluation standards.

~~(cf. 4119.21/4219.21/4319.21 - Professional Standards)~~  
~~(cf. 4140/4240/4340 - Bargaining Units)~~

The evaluation of certificated employee performance shall not include the use of publishers' norms established by standardized tests. (Education Code 44662)

Noninstructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities. (Education Code 44662)

The Superintendent or designee shall ensure that evaluation ratings have uniform meaning and are uniformly applied throughout the district.

#### Legal Reference:

#### EDUCATION CODE

33039 State guidelines for teacher evaluation procedures

35171 Availability of rules and regulations for evaluation of performance

~~44500-44508 - Peer assistance and review program for teachers~~

44660-44665 Evaluation and assessment of performance of certificated employees (the Stull



Act)

GOVERNMENT CODE

3543.2 Scope of representation

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

7801 Definition of highly qualified teacher

Management Resources:

~~CTC~~ COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

~~Standards for the Quality and Effectiveness for Beginning Teacher Support and Assessment Programs, 1997~~

California Standards for the Teaching Profession, ~~1997~~2009

WEB SITES

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

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

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

National Board for Professional Teaching Standards: <http://www.nbpts.org>

Policy ROCKLIN UNIFIED SCHOOL DISTRICT

Adopted: January 7, 2004 Rocklin, California

Revised: January 7, 2015 Rocklin, California



# Rocklin USD

## Board Policy

### Evaluation/Supervision

BP 4315

#### Personnel

The ~~Governing~~ Board ~~of Trustees~~ recognizes ~~the importance of that~~ regular, ~~and~~ comprehensive evaluations ~~designed to hold of~~ administrative and supervisory ~~personnel staff to provide ongoing feedback for continuous improvement of employee performance~~ accountable for their performance are key to improving their instructional leadership and management skills. Evaluations shall be linked to the district's vision, strategic plan, goals, and school improvement ~~plans~~goals, professional development plan, and goals for student achievement.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0500 - Accountability)

(cf. 2140 - Evaluation of the Superintendent)

(cf. 4300 - Administrative and Supervisory Personnel)

Evaluations shall be used to recognize the exemplary skills and accomplishments of administrative and supervisory employees, serve as a criterion for contract renewals, and identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects employees to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.

(cf. 4331 - Staff Development)

Administrative and supervisory employees shall be evaluated in accordance with provisions of employee contracts and/or applicable collective bargaining agreements as appropriate.

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

(cf. 4312.1 - Contracts)

The Superintendent or designee shall make written evaluation procedures available to all administrative and supervisory employees.

(cf. 4112.9 - Employee Notifications)

An employee shall be evaluated annually for the first and second years of employment as an administrator or supervisor in the district, and at least every two years thereafter, unless otherwise provided for in an employee contract or collective bargaining agreement. Evaluations may occur between scheduled periods at the request of the employee, his/her supervisor, or the

Superintendent or designee.

~~Certificated Administrative and Supervisory Personnel~~

The Superintendent or designee shall ~~develop~~ establish clear, objective criteria for evaluation based on the job responsibilities of each administrative or supervisory position. ~~guidelines and standards for use in the district's evaluation system for certificated administrative and supervisory personnel. Such standards may include those of the California Professional Standards for Education Leaders as well as other standards and criteria developed by the Board and Superintendent.~~

~~Each certificated administrative and supervisory employee shall be evaluated every other year. However, an employee may be evaluated every five years provided that he/she has been employed by the district for at least 10 years, his/her previous evaluation rated him/her as meeting or exceeding standards, and the evaluator and the employee agree to this schedule. Either the evaluator or the employee may withdraw consent for this schedule at any time. (Education Code 44664)~~

~~(cf. 4112.24—Teacher Qualifications Under the No Child Left Behind Act)  
(cf. 4116—Probationary/Permanent Status)~~

~~Any certificated administrative or supervisory employee who is new to a position may be evaluated each year for the first two years in the position. Evaluation is a continuous process and may occur between scheduled periods at the request of the employee, his/her supervisor, or the Superintendent or designee.~~

~~Evaluations shall be conducted within the timelines specified in law, Board policy, and administrative regulation. The evaluation process for certificated administrative and supervisory personnel shall be the same as for other certificated instructional personnel, as detailed in AR-4115—Evaluation/Supervision.~~

~~(cf. 4115—Evaluation/Supervision)  
(cf. 4312.1—Contracts)~~

~~Classified Senior Management and Supervisory Employees~~

~~Classified senior management and supervisory employees shall be evaluated in accordance with the procedures developed by the Superintendent or designee and approved by the Board.~~

~~(cf. 4215—Evaluation/Supervision)~~

Evaluation criteria for certificated school site administrators may be based on the California Professional Standards for Educational Leaders (CPSEL) and also may include, but not be limited to, evidence of: (Education Code 44671)



1. Academic growth of students, based on multiple measures which may include student work as well as student and school longitudinal data that demonstrate academic growth over time

Assessments used for this purpose shall be valid and reliable and used for the intended purposes and for the appropriate student populations. Local and state academic assessments may include, but are not limited to, state standardized assessments and formative, summative, benchmark, end-of-chapter, end-of-course, Advanced Placement, International Baccalaureate, college entrance, and performance assessments.

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6141.5 - Advanced Placement)

2. Effective and comprehensive teacher evaluations, including, but not limited to, curricular and management leadership, ongoing professional development, teacher-principal teamwork, and professional learning communities

3. Culturally responsive instructional strategies to address and eliminate the achievement gap

4. The ability to analyze quality instructional strategies and provide effective feedback that leads to instructional improvement

5. High expectations for all students and leadership to ensure active student engagement and learning

6. Collaborative professional practices for improving instructional strategies

7. Effective school management, including personnel and resource management, organizational leadership, sound fiscal practices, a safe campus environment, and appropriate student behavior

8. Meaningful self-assessment to improve as a professional educator, which may include, but not be limited to, a self-assessment based on the CPSEL and the identification of areas of strengths and areas for professional growth to engage in activities to foster professional growth

9. Consistent and effective relationships with students, parents/guardians, teachers, staff, and other administrators

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

~~Evaluations shall be used to recognize the exemplary skills and accomplishments of classified senior management and supervisory employees and to identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects such staff to take the initiative to improve their performance and for their supervisors to assist them in obtaining~~

~~needed job skills.~~

~~(cf. 4331—Staff Development)~~

The evaluation shall be dated and signed by the ~~classified senior manager or supervisory~~ employee and ~~his/her supervisor/evaluator~~. The ~~manager or supervisory~~ employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in ~~his/her employee's~~ personnel file.

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

Legal Reference:

EDUCATION CODE

~~33039—State guidelines for teacher evaluation procedures~~

35171 Availability of rules and regulations for evaluation of performance

44660-44665 Evaluation and assessment of performance of certificated employees

44670-44671 Principal evaluation

45113 Rules and regulations for the classified service in districts not incorporating the merit system

GOVERNMENT CODE

3540.1 Meeting and negotiating in public educational employment, definitions

3543.2 Scope of representation

3545 Determination of bargaining units

~~UNITED STATES CODE, TITLE 20~~

~~6319—Highly qualified teachers~~

~~7801—Definition of highly qualified teacher~~

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

~~Standards of Quality and Effectiveness for Administrative Services Credentials, 2001~~ California Professional Standards for Educational Leaders

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

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

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

~~National Board for Professional Teaching Standards: <http://www.nbpts.org>~~

Policy ROCKLIN UNIFIED SCHOOL DISTRICT

adopted: November 7, 2007 \_\_\_\_\_ Rocklin, California

revised: January 7, 2015 \_\_\_\_\_ Rocklin, California



# Rocklin USD

## Board Policy

### ~~Staff Evaluating Teachers~~

~~BP 4315.1~~

#### ~~Personnel~~

~~The Board of Trustees expects that administrators assigned to evaluate teachers shall:~~

- ~~1. Possess a valid administrative credential~~
- ~~2. Be competent in the instructional methodologies used by the teachers they evaluate~~
- ~~3. Be skilled in the supervision of instruction and in techniques and procedures related to the evaluation of instruction~~
- ~~4. Be familiar with district curriculum priorities, policies and practices, district standards for student progress, and district policies and procedures related to personnel supervision, performance evaluation and staff development~~
- ~~5. Participate in at least one inservice per year in clinical supervision and/or other approved instructional and evaluational techniques~~

~~(cf. 4115—Evaluation/Supervision)~~

~~(cf. 4131—Staff Development)~~

~~(cf. 4131.5—Professional Growth)~~

~~(cf. 4331—Staff Development)~~

~~(cf. 5121—Grades/Evaluation of Student Achievement)~~

~~(cf. 5123—Promotion/Acceleration/Retention)~~

~~(cf. 6011—Academic Standards)~~

~~(cf. 6141—Curriculum Development and Evaluation)~~

~~(cf. 6146.1—High School Graduation Requirements)~~

~~(cf. 6146.5—Elementary School Promotion/Standards of Proficiency)~~

~~The Superintendent or designee shall ensure that administrators who evaluate teachers meet the above criteria and shall observe each administrator while he/she is conducting a teacher evaluation. This observation shall be a factor in the subsequent evaluation of the administrator. The Superintendent or designee also shall discuss his/her observations with the administrator and may develop and implement an appropriate professional improvement program for the administrator.~~

~~(cf. 4315—Evaluation/Supervision)~~

Legal Reference:

~~EDUCATION CODE~~

~~33039 Guidelines for teacher evaluation~~

~~44660-44665 Evaluation and assessment of performance of certificated employees~~

~~44681-44689 Administrator training and evaluation~~

~~GOVERNMENT CODE~~

~~3543.2 Scope of representation (re-evaluation procedures)~~

~~Policy ROCKLIN UNIFIED SCHOOL DISTRICT~~

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

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

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SUBJECT: Elementary Math Materials Adoption Update

DEPARTMENT: Office of the Deputy Superintendent, Educational Services

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**Background:**

With the adoption of California Common Core State Standards (CCCSS) in 2010, and Math Frameworks in 2013, Rocklin Unified elementary schools are currently engaging in the review of aligned math programs and materials with the goal of presenting a recommendation to the Board of Trustees in May 2015.

**Status:**

Staff will present an overview of the elementary math materials review and pilot selection processes that have occurred this fall. In addition, information specific to the pilot process, which will commence in January, will be provided.

**Presenter(s):**

Karen Huffines, Kathy Goddard, Joe McLean, Lara Kikosicki

**Financial Impact:**

Current year: \$83,000.

Future years: \$540,000

Funding source: General Fund, K-12 Instructional Materials Budget

**Materials/Films:**

**Other People Who Might Be Present:**

Deborah Sigman

**Allotment of Time:**

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

**Packet Information:**

Elementary Math Materials Adoption Update Presentation

**Recommendation:**

Information only

# ELEMENTARY MATH MATERIALS UPDATE

**Rocklin Unified School District  
Board of Trustees Meeting  
January 7, 2015**

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Presented by Karen Huffines,  
Kathy Goddard, Joe McLean, and  
Lara Kikosicki



# Overview of Presentation

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- Timeline
- Materials Review
  - Criteria
- Selected Materials
  - RUSD Requirements/Requests Made of Publishers
- Pilot Process
- Next Steps

# Timeline

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## ➤ 2014

- August—6<sup>th</sup> grade CPM training for piloting teachers  
Expanded CPM Pilot begins
- October—K-5 Math Materials Review Training for piloting teachers
- December—6<sup>th</sup> grade pilot teachers meet to determine next steps

## ➤ 2015

- January—Begin K-5 Math Pilot
- April—K-5 program selection
- May—Present for Board approval
- May-June—Train teachers
- June-August—Distribute materials

# Materials Review

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## ➤ **Five Day Process**

- K-5 teachers, all sites represented
  - Special Ed, EL teachers, RETT members included
- California Common Core State Standards (CCCS) & Math Frameworks review
- Math Toolkit evaluation process training
- Math Materials extensive review
- Selection of two programs to pilot

# Materials Review

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## ➤ **Criteria**

- Quality of Alignment to the CCCSS, Standards of Mathematical Practice (SMPs), and Math Frameworks
- Alignment to the major focus of grade levels
  - Major Focus Standards should be covered for at least 75% of the school year
- Program organization supports the progression of mathematical ideas
- Intervention tied to grade level standards or standards from the previous year and tied to Standards of Mathematical Practice
- Extension activities develop student's understanding of grade level standards conceptually
- Assessment includes various types of questions and performance assessments



# Selected Materials to Pilot

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## **K-5 Materials**

- **Everyday Math**

- Houghton Mifflin Harcourt

- **Bridges**

- The Math Learning Center

- **6th Grade (in alignment to 7-9)**

- College Preparatory Mathematics (CPM)

# RUSD Estimated K-6 Mathematics Expenditures

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2015-16

➤ 6<sup>th</sup> grade adoption \$83,000\*

\*Updated estimate based on current material costs

➤ K-5 grade adoption \$540,000

➤ Total K-6 \$623,000

# Requirements / Requests Made of Publishers

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- Evidence of State Approved Social Content Standards Review
- Evidence of alignment to CCCSS
- No cost for piloting materials or initial teacher training

# K-5 Pilot Process

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- Two six week pilot cycles
- Grade level teacher teams at each site
- Training in program and materials prior to beginning pilot
- Math Committee members and interested teachers



# 6<sup>th</sup> Grade CPM Pilot Update

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- Pilot underway since August
- Ongoing lesson & unit evaluation
- Ongoing training & support
  - TOSA facilitation, coaching, lesson demos
- December 16 meeting
  - TOSA facilitated CPM Program evaluation
  - Begin to make recommendations

# Next Steps

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- **January**

- **Begin K-5 Pilot**

- Piloting teacher training
- Develop evaluation process
- Begin first six week piloting cycle

**6<sup>th</sup> grade pilot team meets to complete CPM evaluation & make recommendations for successful implementation**

## PENDING BOARD AGENDA ITEMS

December 2014

<b>Agenda Item</b>	<b>Administrator</b>	<b>Board Meeting</b>
Approve Quarterly Report on Williams Uniform Complaints	Sigman	July
Resolution Delegating Barbara Patterson as Representative and Roger Stock as Alternate Representative to Joint Powers Board for SIG	Patterson	July
Approve Expulsion Hearing Panel for Upcoming School Year	Sigman	June/July
Approve Non-Public School and Agency Master Contracts for the Upcoming School Year	Sigman	July
Summer School Report	Sigman/Staff	August
Yearly Adoption of Tax Report for CFD No. 1 and No. 2 ( <i>not needed in 2009</i> )	Patterson	July/August
Information and Related Actuarial Reports on Workers' Compensation Claims & Health/Welfare Benefits for Retired Employees After 65 ( <i>not needed in 2009</i> )	Patterson	August
Biannual Review BP 9270 - Conflict of Interest	Patterson	August 2014
School Readiness Report	Sigman/Staff	August ( <i>1<sup>st</sup> Mtg</i> )
Approve District Certification of Unaudited Actuals	Patterson	August/September
Resolution Establishing Appropriation Limitation (Gann)	Patterson	August/September
Hold Public Hearing and Approve Resolution Affirming Sufficient Textbooks and Instructional Materials ( <i>post Notice of Public Hearing 10 days in advance; required by the 8<sup>th</sup> week of the start of school</i> )	Sigman	September/October
Student Assessment Report (API)	Sigman/Staff	September/October
Approve Quarterly Report on Williams Uniform Complaints	Sigman	October
Set Date for Annual School Board Organizational Meeting	Stock	November/December
RUSD Strategic Plan Quarter 1 Update	Hutton	December
First Interim Report	Patterson	December
Organizational Board Meeting/Special Presentation to Board President	Stock	December
Audit Report	Patterson	January
Schedule Goal Setting Workshop	Stock/Staff	January
Approve Quarterly Report on Williams Uniform Complaints	Sigman	January
Budget Assumptions & Priorities	Patterson	February

Review Possible Negotiation Issues and Establish Direction from the Board for District's Proposal ( <i>closed session</i> )	Slattery	February
Identify Teachers for Non-Reelection; Prepare Letters of Notification ( <i>March 1st Mtg - Closed Session</i> )	Slattery	February ( <i>2<sup>nd</sup> Mtg</i> )
Present Draft School Year Calendar ( <i>two years out</i> )	Slattery	March
*Facilities-Use Policy/Practice and Schedule of Fees	Wesselius	May
Sierra College Report (Rocklin Graduates)	Sigman	March/April
Approve School Year Calendar ( <i>two years out</i> )	Slattery	March
Annual Board Action Regarding Distribution of Non-Reelection Letters	Slattery	March ( <i>1st Mtg</i> )
Finalize District's Proposal and Prepare for Sunshining Process	Slattery	March ( <i>1st Mtg</i> )
Notify the Board in writing by April 1; complete Performance Evaluation for the Superintendent, per contract schedule	Stock/Board	March
Approve Annual Resolution Authorizing the Release of Free/Reduced Lunch Information for CAASPP Testing	Sigman	March
Consolidated Application (Part 2)	White/Huffines	March
Certification of Temporary Athletic Team Coaches	Slattery	March
Approve Second Interim Report	Patterson	March
Special Education Update	Sigman	March
RUSD Strategic Plan Quarter 2 Update	Hutton	March
Approve Safe School Plans ( <i>Action Item</i> )	White/Huffines	March ( <i>2nd Mtg</i> )
Budget Update/Information	Patterson	March/April
Annual Personnel Update – Renewal of Contracts for Site Administrators ( <i>Closed Session</i> )	Sigman	April
Approve Quarterly Report on Williams Uniform Complaints	Sigman	April
Annual Review of Master Plan/Nexus Study ( <i>Bi-annual—even numbered years</i> )	Wesselius	April/May
Developer Fee Update ( <i>Bi-annual-even numbered years</i> )	Wesselius	April/May
Approve Summer School Principals Contingent on State Funding ( <i>include on Certificated Personnel Report</i> )	Sigman	April/May
RUSD Strategic Plan Quarter 3 Update	Hutton	May
Review of BP/AR 5116.1 – Intradistrict Open Enrollment as required by Ed Code 35160.5 ( <i>must be completed by July 1</i> )	Sigman	May/June



Approve Waivers for Special Education Students Who Passed the Math Portion of the CAHSEE With Modifications	Cambra/Sigman	May
Provide Retiree Benefit Update	Patterson	May
Present Tentative Budget and Budget Priorities	Patterson	May
Classified Categorical Layoff ( <i>if necessary</i> )	Slattery	May
Final Board Action Regarding Administrative Reassignments or First Year Prob/Temp Teachers	Slattery	May
Approve CIF Representatives for Upcoming School Year	Stock	May/June
Special Recognition to Student Representatives and JROTC Color Guard	Stock/Staff	May (2 <sup>nd</sup> Mtg)
Approve Board Meeting Dates for Upcoming School Year	Stock	May/June
Approve Resolution for Interfund Transfers of Special or Restricted Fund Monies	Patterson	May
Complete Superintendent's Performance Evaluation and Update Contract	Stock/Board	May/June
Hold Public Hearing and Appeal LCAP	Sigman	June
Resolution Authorizing End-of-Year Budget Transfers ( <i>Consent Calendar</i> )	Patterson	June
Resolution Delegating Certain Contracting Powers to the Superintendent or Designee ( <i>Consent Calendar</i> )	Wesselius	June
Approve Consolidated Applications (Part 1/Part 2)	White/Huffines	June
Hold Public Hearing and Approve Final Budget	Patterson	June
Authorization to Dispose of Surplus Property	Wesselius	June
Approve Single Plan for Student Achievement ( <i>previously known as School Improvement Plan</i> )	Sigman	June
EPA Spending Plan	Patterson	June
Summer School Program Report	Sigman/Staff	July/August

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