

NOTICE
REGULAR MEETING OF THE GOVERNING BOARD
TRACY UNIFIED SCHOOL DISTRICT

DATE: TUESDAY, MARCH 13, 2018

**PLACE: DISTRICT EDUCATION CENTER
BOARD ROOM
1875 WEST LOWELL AVENUE
TRACY, CALIFORNIA**

**TIME: 6:00 PM Closed Session
7:00 PM Open Session**

A G E N D A

- | | | |
|------------|---|----------------|
| 1. | Call to Order | Pg. No. |
| 2. | Roll Call – Establish Quorum
Board: D. Arriola, J. Costa, S. Gilbert, W. Gouveia, T. Guzman, G. Silva, J. Vaughn
Staff: B. Stephens, C. Goodall, S. Harrison, T. Jalique, B. Etcheverry | |
| 3. | Closed Session: Opportunity to Address the Board Regarding Closed Session Items which follow. Closed session is limited to consideration of items specifically authorized under the Government Code and/or the Education Codes. | |
| 3.1 | Administrative & Business Services: None | |
| 3.2 | Educational Services:
3.2.1 Findings of Fact #17-18/#49, 61, 62, 63, 64
3.2.2 Application for Reinstatement #17-18/#28
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain ___ | |
| 3.3 | Human Resources:
3.3.1 Release Probationary Classified Employees #UCL-295
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain ___
3.3.2 Consider Non-Paid Leave of Absence Request for Certificated Employee #UC-1060, Pursuant to Article XX
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain ___
3.3.3 Consider Non-Paid Leave of Absence Request for Certificated Employee #UC-1061, Pursuant to Article XX
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain ___
3.3.4 Consider Non-Paid Leave of Absence Request for Certificated Employee #UC-1062, Pursuant to Article XX
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain ___
3.3.5 Consider Leave of Absence Requests for Certificated Employees #UC-1063, #UC-1064, #UC-1065, #UC-1066, #UC-1067, #UC-1068, #UC- | |

1069, #UC-1070, #UC-1071, #UC-1072, #UC-1073, #UC-1074, #UC-1075, #UC-1076, #UC-1077, #UC-1078, #UC-1079, #UC-1080, #UC-1081, #UC-1082, #UC-1083, #UC-1084, #UC-1085, Pursuant to Article XX

Action: Motion__ ; Second__ . Vote: Yes__ ; No__ ; Absent__ ; Abstain__

3.3.6 Consider Public Employee/Employment/Discipline/Dismissal/Release

Action: Motion__ ; Second__ . Vote: Yes__ ; No__ ; Absent__ ; Abstain__

3.3.7 Conference with Labor Negotiator

Agency Negotiator: Tammy Jalique

Associate Superintendent of Human Resources

Employee Organization: CSEA, TEA

4. Adjourn to Open Session

5. Call to Order and Pledge of Allegiance

6. Closed Session Issues:

6a Action Taken on Findings of Fact #17-18/#49, 61, 62, 63, 64

Action: Motion__ ; Second__ . **Vote:** Yes__ ; No__ ; Absent__ ; Abstain__.

6b Report Out of Action Taken on Application for Reinstatement #17-18/#28

Action: **Vote:** Yes__ ; No__ ; Absent__ ; Abstain__.

6c Report Out of Action Taken on Release Probationary Classified Employees #UCL-295

Action: **Vote:** Yes__ ; No__ ; Absent__ ; Abstain__.

6d Report Out of Action Taken on Consider Non-Paid Leave of Absence Request for Certificated Employee #UC-1060, Pursuant to Article XX

Action: **Vote:** Yes__ ; No__ ; Absent__ ; Abstain__.

6e Report Out of Action Taken on Consider Non-Paid Leave of Absence Request for Certificated Employee #UC-1061, Pursuant to Article XX

Action: **Vote:** Yes__ ; No__ ; Absent__ ; Abstain__.

6f Report Out of Action Taken on Consider Non-Paid Leave of Absence Request for Certificated Employee #UC-1062, Pursuant to Article XX

Action: **Vote:** Yes__ ; No__ ; Absent__ ; Abstain__.

6g Report Out of Action Taken on Consider Leave of Absence Requests for Certificated Employees #UC-1063, #UC-1064, #UC-1065, #UC-1066, #UC-1067, #UC-1068, #UC-1069, #UC-1070, #UC-1071, #UC-1072, #UC-1073, #UC-1074, #UC-1075, #UC-1076, #UC-1077, #UC-1078, #UC-1079, #UC-1080, #UC-1081, #UC-1082, #UC-1083, #UC-1084, #UC-1085, Pursuant to Article XX

Action: **Vote:** Yes__ ; No__ ; Absent__ ; Abstain__.

7. Approve Regular Minutes of February 27, 2018.

1-7

Action: Motion__ ; Second__ . **Vote:** Yes__ ; No__ ; Absent__ ; Abstain__

8. Student Representative Reports: West High FFA: Jasmine Gomez, Evelyn Flores, Catherine Petersen; **Tracy High FFA:** Caitlynn Goodin and Blake Eubanks.

9. **Recognition & Presentations:** An opportunity to honor students, employees and community members for outstanding achievement:
 - 9.1 McKinley Elementary School Presentation
 - 9.2 Recognize the Recipient of the Diversity & Equity Staff Recognition Award for the Spring Term of the 2017-18 School Year 8
 - 9.3 Recognize the Outstanding Employees of the Spring Term for the 2017-2018 School Year 9
10. **Information & Discussion Items:** An opportunity to present information or reports concerning items that maybe considered by Trustees at a future meeting. None.
 - 10.1 **Administrative & Business Services:** None.
 - 10.1.1 Receive Report on the Commercial/Industrial Development School Fee Justification Study; and on the Residential Development School Fee Justification Study (Separate Cover Item) 10-11
 - 10.2 **Educational Services:**
 - 10.2.1 Receive Report on TUSD's Implementation of Comprehensive Sexual Health Education for the 2017-18 School Year 12
11. **Hearing of Delegations:** Anyone wishing to address the Governing Board on a non-agenda item may be heard at this time. Presentations shall be held to a reasonable length, normally not to exceed five (5) minutes. If formal action is required, the item may be placed on a future agenda and action will be taken at a future date. If information or a report is requested, the request for it must also be submitted in writing to the superintendent. (Please complete a yellow speaker's card).
12. **PUBLIC HEARING:**
 - 12.1 **Administrative & Business Services:**
 - 12.1.1 Open Public Hearing and Receive Comments on the Commercial/Industrial Development School Fee Justification Study; and, on the Residential Development School Fee Justification Study (Separate Cover Item) 13
13. **Consent Items:** Actions proposed for consent are consistent with the approved practices of the district and are deemed routine in nature. Trustees receive board agenda background information in advance of scheduled meetings and are prepared to vote with knowledge on the consent items.

Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain___.

Board approval of any agenda item requiring insurance is conditioned upon acceptance of appropriate insurance accepted by Tracy Unified.

 - 13.1 **Administrative & Business Services:**
 - 13.1.1 Accept the Generous Donations From the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein With Thanks and Appreciation From the Staff and Students of the Tracy Unified School District 14-15
 - 13.1.2 Approve Entertainment, Assembly, Service, Business and Food Vendors 16-25

13.1.3	Approve Accounts Payable Warrants (February, 2018) (Separate Cover Item)	26
13.1.4	Approve Payroll Reports (February, 2018)	27-31
13.1.5	Approve Revolving Cash Fund Reports (February, 2018)	32-34
13.1.6	Ratify Routine Agreements, Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda	35-36
13.1.7	Ratify Measure B Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda	37-38

13.2 Educational Services:

13.2.1	Approve Overnight Travel for the Tracy High School Pride of Tracy Marching Band and Color Guard to Participate in a Soundtrack Recording Workshop and Disneyland Parade Performance in Anaheim, CA on April 26-28, 2018	39
13.2.2	Approve the District Summer School Programs for 2018	40-41

13.3 Human Resources:

13.3.1	Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment	42-43
13.3.2	Approve Classified, Certificated, and/or Management Employment	44-45
13.3.3	Certify that Provisions of Section 5593 Regarding Coaches Have Been Met	46-53

14. Action Items: Action items are considered and voted on individually. Trustees receive background information and staff recommendations for each item recommended for action in advance of scheduled meetings and are prepared to vote with knowledge on the action items.

14.1 Administrative & Business Services:

14.1.1	Certify Corrective Actions to the 2016-17 Findings and Recommendations of the Independent Annual Financial Report (Separate Cover Item)	54
Action:	Motion___; Second___; Vote: Yes___; No___; Absent___; Abstain___	
14.1.2	Certify 2017-2018 Fiscal Year Second Interim Report (Separate Cover Item)	55-56
Action:	Motion___; Second___; Vote: Yes___; No___; Absent___; Abstain___	
14.1.3	Adopt Resolution No. 17-24 Approving an Increase in Statutory School Fees Imposed on New Residential and Commercial/Industrial Development Projects Pursuant to Education Code Section 17620 (Separate Cover Item)	57-66
Action:	Motion___; Second___; Vote: Yes___; No___; Absent___; Abstain___	
14.1.4	Approve Revision to Business and Noninstructional Board Policy BP 1230 and Acknowledge Revision to Administrative Regulation AR 1230 School-Connected Organizations (First Reading)	67-75
Action:	Motion___; Second___; Vote: Yes___; No___; Absent___; Abstain___	

14.2 Educational Services: None.

14.3 Human Resources:

14.3.1 Approve Revised Job Descriptions for Director of Continuous Improvement, State and Federal Programs and Director of Assessment and Accountability **76-82**

Action: Motion__; Second__. Vote: Yes__; No__; Absent__; Abstain__

14.3.2 Approve Variable Term Waiver for Uttara Makker - Education Specialist Early Childhood Special Education **83-84**

Action: Motion__; Second__. Vote: Yes__; No__; Absent__; Abstain__

14.3.3 Approve the Creation of a Library Technician Substitute List **85**

Action: Motion__; Second__. Vote: Yes__; No__; Absent__; Abstain__

14.3.4 Acknowledge Receipt of CSEA's Sunshine Proposal for the 2017-2018 School Year **86-90**

Action: Motion__; Second__. Vote: Yes__; No__; Absent__; Abstain__

15. Board Reports: An opportunity for board members to discuss items of particular importance or interest in the district.

16. Superintendent's Report: An opportunity for the superintendent to share matters of special interest or importance which are not on the board agenda and/or special presentations of district programs or activities.

17. Board Meeting Calendar:

17.1 March 27, 2018

17.2 April 24, 2018

17.3 May 8, 2018

17.4 May 22, 2018

18. Upcoming Events:

18.1 March 30-April 6, 2018

No School: Spring Break

18.2 May 25, 2018

Last Day of School

18.3 May 26, 2018

Graduation: Tracy, West, Kimball

18.4 August 6, 2018

First Day of School 2018-19

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability. To make this request, please telephone the Superintendent's Office at 209.830.3201. If any person with a disability needs a disability-related modification or accommodation, including auxiliary aids or services, he/she should also contact the Superintendent's Office at least 24 hours prior to the meeting.

**Minutes of
Regular Meeting of the Governing Board
For Tracy Unified School District
Held on Tuesday, February 27, 2018**

5:30 PM: 1-3. President Silva called the meeting to order and adjourned to closed session.

Roll Call: 4. Board: D. Arriola, J. Costa, S. Gilbert, W. Gouveia, T. Guzman, G. Silva, J. Vaughn
Staff: B. Stephens, S. Harrison, C. Goodall, T. Jalique, B. Etcheverry

7:02 PM 5. President Silva called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.

President Silva read a brief statement on behalf of the board and district stating that the safety and well-being of our students is of the utmost importance. The incident at Tracy High School on February 23rd is a serious concern and still actively under investigation. A portion of a student's speech was posted to social media. We do not condone this. It is not known if the student who wrote it also posted it or if someone else posted it. The assignment was to write a speech for the Academic Decathlon Team. The Tracy Police Department and Tracy High administration investigated and determined no actual threats were made. The issue is still being investigated. We are working with the DA's office to provide Tracy High students with a presentation and discussion on appropriate uses of social media

Closed Session: 6a Action Taken on Findings of Fact #17-18/#38, 51, 52, 53, 54, 55, 56, 57, 58
Action: Item 38 as amended. Gilbert, Costa. **Vote:** Yes-7; No-0.
6b Report Out of Action Taken on Consider Non-Paid Leave of Absence Request for Classified Employee #UCL-294, Pursuant to Article XXIII
Action: Denied. **Vote:** Yes-7; No-0.
6c Report Out of Action Taken on Approve Variable Term Waiver for Uttara Makker - Education Specialist Early Childhood Special Education
Action: **Vote:** Yes-7; No-0.
6d Approve the Non-Reelection of Probationary Certificated Employees #UC-1049, #UC-1050, #UC-1051, #UC-1052, #UC-1053, #UC-1054, #UC-1055, #UC-1056, #UC-1057, #UC-1058, #UC-1059, Pursuant to Education Code Section 44929.21(b)
Action: As amended - Action only on 1054, 1055, 1059. All others turned in resignation. **Vote:** Yes-7; No-0.

Minutes: 7. Approve Regular Minutes of February 13, 2018
Action: Arriola, Guzman. **Vote:** Yes-7; No-0.

Employees Present: T. Salinas, M. Bunch, A. Lee, M. Hill, A. Gossett, L. Flores, J. Stocking, B. Carter, T. Sordello, K. Rieman, K. Smith, J. Yasemsky, S. Rosch, L. Nunes, B. Jacinto, M. Masuda, H. Preece, M. Salazar, D. Rowe, C. Koehler, D. Schreiber, L. Caffese, R. Riddle, D. Bellomo, T. Casados, C. Munger, J. Price, R. Wheeler, S. Baxter, J. O'Leary, C. Greer, M. Wright, D. Leigh, J. Cody, J. Nott, D. Schneider

Press: D. Rizzo, Tracy Press

Visitors Present: B. Pekari, M. Rose, P. Bryant, K. Hill, C. Ramos, M. Rinehart, T. Heben, I. Jami

Student Rep Reports: 8. West High: Payton Bryant, Kaylin Hill reported that last week was FFA week and they had great spirit week and lunchtime activities. Club project smile spreads positivity. This year, before Valentine's Day, students and teachers bought candy grams which were chocolate roses. Journalism is focusing on safety of students. They want to make sure students feel safe. They thanked Mr. Arriola for his support of the conflict management group. The girls' basketball team had a great win and are playing again tonight. They also have the boys' soccer team in the playoffs. They fought hard to be #1 seed. The E-15 (Every Fifteen Minutes) program was on Thursday. They were involved in the program and explained how they made cuts and bruises look realistic. Students could not prepare for what happened next. The program demonstrates a vehicle accident which killed 2 people. Everything is made to look real including the damaged cars, injured students, first responders, ambulance, etc. Parents are also involved in the scenario and have to write letters saying goodbye to their child. This experience was life-changing. Drinking and driving not ok. Taking away friends' keys is better than taking someone else's life.

Stein High: Kayla Powers was unable to attend tonight.

Kimball High: Chloe Ramos reported that the students held their annual Swoosh event that included creative and unique dress up days with a variety of lunch activities. They had an open mic sing off playing 80's music that was very successful. The rally got everyone pumped for the game. Leadership started planning for their spring fever rally which will be the last one. Last week the BSU had a Black History Month spirit week that was tons of fun. The sports spring teams are hard at work with practices and schedules. The girls' basketball team is still going strong in playoffs. They are proud of them and hope they win sections. Last Friday was senior movie night and they Poltergeist. They hope to continue this as a new tradition. They are looking forward to Drama's upcoming production of *Robin Hood*.

Tracy High: Marti Rhinehart commented that Tracy High is staying on top of school work and enjoying spring sports. Girls and boys' soccer made playoffs as well as boys' basketball. The academic rally celebrating achievements had competitions and the top 10 students sat on the court. It was a great hit. Prom is on its way. Tickets are available on March 5th and are \$300 a couple and \$175 for singles. It will be held at Levi Stadium in Santa Clara. More details will be at the next report.

Recognition & 9.1 Kelly School Presentation

Presentations:

Principal, Michael Bunch and assistant principal, Annabelle Lee, introduced themselves to the board and reported on the direction of George Kelly. They are “Ohana” and everything has a family dynamic. They are the “Dream builders” and it is their personal charge to help every child become who they are. They insure relevance and help children capture their dreams. It is their fundamental purpose to ensure that 8th graders will be successful in high school and college. They demonstrated with two students. They showed how they are learning about coding and how to write it out. They showed how they built the code and designed it from scratch.

9.2 Jacobson School Presentation

Principal, Tania Salinas, and teacher, Kathy Morano, presented a power point. They are increasing rigor in the classroom. The rigor is the result of work that challenges students and is driven by curiosity. This year they worked with Matt Haber, a math coordinator for San Joaquin County Office of Education. They use *Number Talks* and showed a video of an explanation about it. It promotes student fluency and supports achievement in mathematics. It is an effective vehicle driving students and teachers from procedure and memory to looking at connections and creativity in math. They showed *Number Talks* in action with pictures of students and how each child figured out the answer in a different way. Ms. Moreno then took the school board through the process and showed circles and how there are different ways you can count them. They thanked the Jacobson teachers, Mr. Haber and Melissa Beattie for helping arrange *Number Talks*.

**Information &
Discussion Items:**

10.1 Administrative & Business Services: None.

**Hearing of
Delegations**

11. Tiffany Heben has a student at Tracy High and Williams Middle School. Her first topic is regarding the school shootings. She is concerned if students are receiving any training on what to do in that situation. She will contact the principals. She also wanted the board to be aware of the school walkout on March 14th to rally at 10:00 a.m. for 17 minutes in honor of the 17 students killed in the school shooting.

Her second topic is the continued absence of the English teacher in her daughter’s class. She realizes there is a long term sub placed in there but wants to know how long will this teacher be in charge of class she does not attend and if she will be here next year. Her solution is to make the teacher an assistant to Mr. Noll or Dr. Harrison.

Monica Hill is a teacher and spoke about learning the math framework. Instead of working your way through a textbook, they are focusing on deeper understanding of operations and relationships between those operations. She loves math and it can be solved in various ways. Math Saturdays has given teachers an opportunity to meet with colleagues. Recently, she collaborated with 7 other teachers. She thanked the district for providing this training.

She also spoke about her children who are actively involved at West High School. Her daughter was involved in the E-15 program and found out she would be

playing the part of a student seriously injured and later told that she would be dying at the hospital. Even though the whole thing was fake, nothing could prepare her for the emotional impact this program had. To see her daughter lying in a hospital bed with tubes in her mouth, etc. was very emotional. The following day they were reunited with their children and they listened to their stories. It was so inspiring and how this changed their lives. She is so thankful for West High, the CHP and Sutter Tracy Hospital for making this possible for students. She also thanked Dr. Stephens and Mr. Brown who took the time to be with the students to be at the E-15 program. She thanked everyone you for supporting students. If it saved one life, then it is worth it.

Public Hearing:

12.1.1 None.

Consent Items:

Board approval of any agenda item requiring insurance is conditioned upon acceptance of appropriate insurance accepted by Tracy Unified.

Action: Except Item 13.1.2, Amending item 13.3.1. Vaughn, Costa.

Vote: Yes-7; No-0.

Action: On Item 13.1.2 Guzman, Costa.

Vote: Yes-6; No-0; Abstain-1(Arriola)

13.1 Administrative & Business Services:

13.1.1 Accept the Generous Donations From the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein With Thanks and Appreciation From the Staff and Students of the Tracy Unified School District

13.1.2 Approve Entertainment, Assembly, Service, Business and Food Vendors

13.1.3 Ratify Routine Agreements, Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

13.1.4 Ratify Measure B Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

13.2 Educational Services:

13.2.1 Approve Agreement for Special Contract Services with Nancy Fetzer of Literacy Connections to Provide Balanced Literacy and Writing Coaching to McKinley Elementary School Teachers during the 2017-2018 School Year

13.2.2 Approve Out of State Travel for One Hirsch Staff Member to Attend the Professional Learning Community (PLC) at Work Institute in Las Vegas, NV on June 6-8, 2018

13.2.3 Approve Out of State Travel for the Principal and Seven North School Teachers to Attend the Professional Learning Community (PLC) at Work Institute in Las Vegas, NV on June 6 – 8, 2018

13.2.4 Approve Overnight Travel for West High Black Students Union Members to Attend the Black Students of California United (BSCU) Annual Leadership Conference in San Jose, CA on March 9–11, 2018

13.2.5 Approve Overnight Travel for Kimball High School (KHS) Health Occupations Students of America (HOSA) Club Members and Advisors to Participate in the State Leadership Conference (SLC) in Anaheim, California on April 4-8, 2018

- 13.2.6 Approve Agreement for Special Contract Services with Dona Kim Watson-Setliff, CCC-SLP to Provide an Independent Educational Evaluation/Speech and Language Assessment
- 13.2.7 Ratify Agreement for Special Contract Services with James Bylund to Provide an Independent Educational Evaluation/Psycho- Educational Assessment
- 13.3 **Human Resources:**
 - 13.3.1 Accept the Resignations/Retirements/Leaves of Absence for Certificated, Classified and/or Management Employees
 - 13.3.2 Approve Classified, Certificated and/or Management Employment

Action Items:

- 14.1 **Administrative & Business Services:**
 - 14.1.1 Approve the Terms of the Purchase and Sale Agreement and Joint Escrow Instructions for 455 East Eleventh Street, Tracy, CA; and, Authorize District Staff to Execute the Agreement and to Carry Out the Obligations Under the Agreement (Separate Cover Item)
Action: Arriola, Guzman. **Vote:** Yes-7; No-0.
 - 14.1.2 Acknowledge Revision to Business and Noninstructional Administrative Regulation AR 3514 Environmental Safety (Second Reading, Intent to Adopt)
Action: Gouveia, Guzman. **Vote:** Yes-7; No-0.
 - 14.1.3 Cast Ballot for CSBA 2018 Delegate Assembly Election
Action: Nominate: Howe, Schluer, VanDePol. Guzman, Arriola. **Vote:** Yes-7; No-0.
 - 14.1.4 Adopt Resolution No. 17-19 to Excuse Meeting Absence of Board Member
Arriola, Vaughn. **Vote:** Yes-7; No-0; Abstain-1(Gouveia)
- 14.2 **Educational Services:**
 - 14.2.1 Approve the Discard of 6-12 Grade English Language Arts Materials
Action: Guzman, Arriola. **Vote:** Yes-7; No-0.
 - 14.2.2 Approve the Discard of Obsolete Instructional Media Center Materials
Action: Arriola, Gouveia. **Vote:** Yes-7; No-0.
- 14.3 **Human Resources:**
 - 14.3.1 Adopt Resolution #17-20, Adopting the Tie-Breaking Criteria in the Case of Certificated Reduction in Force for the 2018-2019 School Year
Action: Gouveia, Costa. **Vote:** Yes-7; No-0.
 - 14.3.2 Adopt Resolution #17-21, Authorizing the Reduction and Elimination of Particular Kinds of Service for the 2018-2019 School Year
Action: Guzman, Costa. **Vote:** Yes-7; No-0.
 - 14.3.3 Adopt Resolution #17-22, Adopting the Competency Criteria in the Case of Certificated Reduction in Force for the 2018-2019 School Year
Action: Vaughn, Gouveia. **Vote:** Yes-7; No-0.

Board Reports:

Trustee Costa thanked the speaker regarding E-15 (Every Fifteen Minutes Program). She knows how emotional it is. Her granddaughter was also involved in the program during high school and it made a big impression on her. She also recommends that everyone check out the students' art work in the lobby. They did

a wonderful job. Last Saturday she attended the RCD (Responsibility Centered Discipline) program. She believes it will have a positive effect with some of students with discipline issues. Trustee Vaughn also commented on the E-15 program and said it is a powerful presentation. This weekend he attended the College Bound meeting and Dr. Stephens was the guest speaker. It was great to see parents and students with their questions and he gave thoughtful answers. His presence was appreciated. The racist propaganda agenda that came from a Tracy High student is not condoned. He does not show any sympathy for anyone who is spewing out racist rhetoric. He feels troubled that a student would be so comfortable with that. We have to be more vigilant in speaking out against racism. He feels there should be disciplinary action. A lot of kids saw it and we don't want anyone to feel that it is ok no matter what type of assignment it was. We are not a racist town. He wants something done about it because many students of different races were affected by it. Trustee Gouveia stated that we need to accept people for who they are. We need to move forward and perpetuate goodness. He appreciated Mrs. Hill's statement. He has participated as an educator in E-15 and also experienced his son being a part of the program. He participated in the facilities committee visitation of TLC. You can lock doors from inside he classrooms. We plan to do that in every classroom in our district. The Diversity and Equity meeting will have its Festival of Cultures on March 7th @ 6:30 pm at Kimball High School. He also attended the WASC meet and greet at Stein High. He knows they will do well. He congratulated all of the athletes in playoffs. Trustee Guzman passed. Trustee Arriola feels strongly about E-15. He had 2 friends who died in high school. That experience changed high school. It was nice to hear from parents and that it affects kids in a positive way. He also attended the RCD training. He is looking forward to seeing it implemented in our schools. He attended the WASC meet and greet at Stein High, they have great programs for our students. He is disappointed with the district's response to racist slurs and feels we cannot tolerate this in our schools. He has made contact with stakeholders and formed a partnership with TUSD and many other groups that will host a student forum for students to speak about their concerns. This will be held in the next month. Trustee Gilbert attended the RCD workshop which will promote student responsibility. She attended the crystal apple award ceremony that her church gives out to high school teachers who are nominated and voted on by students in seminary classes. West, Tracy and Kimball all had teachers that received an award. It is given for excellence in teaching and caring for students. Trustee Silva also attended the Stein WASC meet and greet. The representation there was impressive. He also attended the tour of TLC. It's going to be a very nice place. He couldn't be more supportive of the E-15 program. In his youth he watched two friends pass. They didn't have that when he was young and is happy to see that continue. He congratulated all of the sports teams. He attended the masters wrestling tournament where his nephew, who wrestles for Atwater, was competing. He made it to state. There were a few Tracy athletes there as well.

**Superintendent
Report:**

Dr. Stephens thanked Mrs. Hill for sharing her story on the E-15 program. He feels those same emotions. Last week he attended *Every Student Succeeding* breakfast hosted by ACSA. Principals nominate students who have struggled. He is so glad he attended, it was very touching. A lot of our kids have it really tough and they are resilient. Thursday is the district art show at 7:00 p.m. The Festival of Cultures is March 7th at 6:30 p.m. at Kimball High. On March 8th will be the All

District Music Festival at West High. This is his single favorite event in the whole year. Every student playing music and at the end they all play together. It will sell out. It is a fabulous event.

Adjourn8:10: pm

Clerk

Date



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent for Human Resources
DATE: February 27, 2018
SUBJECT: **Recognize the Recipient of the Diversity & Equity Staff Recognition Award for the Spring Term of the 2017-18 School Year**

BACKGROUND: In December, 2011, the Board adopted a revision to the Board Policies and Administrative Regulations 4156.2 and 4256.2, Governing Board's Recognition of Employees. The revised Policies and Administrative Regulations reflect changes and the addition of the Superintendent's Diversity & Equity Committee Employee Award and Recognition Program. A selection committee composed of a chairperson and members of the Superintendent's Diversity & Equity Committee met and reviewed the nominations and selected an award winner in the Management/Classified Confidential category for the Winter Term.

RATIONALE: In accordance with the Board Policies and Administrative Regulations, the award recipients will be recognized by the Board of Education.

This agenda item meets District Strategic Goal #1: Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or career goals. Goal #2: Hire, support, develop, train, and sustain district employees who create a singleness of purpose focused on maximizing students' academic, social, and emotional potential.

FUNDING: N/A

RECOMMENDATION: Recognize Lisa Jones (Management/School Psychologist) as the Recipient of the Diversity & Equity Staff Recognition Award for the Spring Term of the 2017-18 School Year

Prepared by: Tammy Jalique, Associate Superintendent for Human Resources



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent for Human Resources
DATE: February 27, 2018
SUBJECT: Recognize the Outstanding Employees of the Spring Term for the 2017-2018 School Year

BACKGROUND: Three times each school year, nominations for outstanding employees are solicited from staff. A selection committee composed of two administrators; one classified/confidential representative, two certificated representatives and one classified representative review the nominations and make the selections.

RATIONALE: The employees who are selected are recognized by the School Board and are recognized at their school sites in various ways. At the end of the year, the nominations of the three employees who have received recognition as Outstanding Employees of the Term in each category are reviewed, and one employee in each category is selected as Outstanding Employee of the Year.

This agenda item meets District Strategic Goal #2: Hire, support, develop, train, and sustain district employees who create a singleness of purpose focused on maximizing students' academic, social, and emotional potential.

FUNDING: N/A

RECOMMENDATION: Recognize Tom Haim (9-12), Maralee Thorburn (6-8) and Vicki Headley (K-5) as Outstanding Certificated Employees; Ana Arroyo (9-12) and Leonard Pacheco (6-8) as Outstanding Classified Employees and Lynne Holck as the Outstanding Management Employee for the Spring Term of the 2017-2018 school year.

Prepared by: Tammy Jalique, Associate Superintendent for Human Resources



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: March 2, 2018
SUBJECT: **Receive Report on the Commercial/Industrial Development School Fee Justification Study; and on the Residential Development School Fee Justification Study**

BACKGROUND: In January 1987, with the enactment of Chapters 887 and 888, Statutes of 1986, now Education Code Section 66000 and 66001, school district governing boards were given the authority to levy fees on both residential and commercial/industrial development in order to fund construction and reconstruction of school facilities necessitated by such development.

California State Law requires that prior to the issuance of a building permit, each applicant (1) secure a Certificate of Compliance from the school district in which the project is located and (2) pay a School Facilities Fee as appropriate for the project. All applicants for development, resulting in an increase in assessable area, must obtain a Certificate of Compliance whether or not the project is required to pay the fee.

During periods when the district is participating in the State School Building Program, the District is obligated to contribute an amount equal to what it would have collected at the maximum rate whether or not the District charged the maximum rate. The District must conduct a study to determine the actual rate that it is eligible to charge.

RATIONALE: Both the Tracy Unified School District (TUSD) Commercial/Industrial Development School Fee Justification Study and the Residential Development School Fee Justification Study (March 2, 2018), hereafter referred to as the "Studies" were prepared by Cooperative Strategies (formerly Dolinka Group) to examine the need for the proposed fees. The Studies concluded that given the identified needs, the fees are justified and demonstrates that the maximum fees are necessary to mitigate the school facilities impact of new development on TUSD. In even numbered years, the State Allocation Board (SAB) authorizes any adjustment in the maximum fees that may be levied by a school district. Current statutory fees on new development per square foot are:

Fee Type	Current Statutory Fees: SAB	K-12	9-12 (25% Fee Sharing Agreement with Feeder School Districts)
Residential	\$3.79	\$3.79	\$0.95
Commercial/Industrial	\$0.61	\$0.61	\$0.153
Self-Storage	\$0.61	\$0.066	\$0.012

Although the District has adopted a School Facilities Needs Analysis (SFNA) in order to collect Level II and Level III development fees; it is essential to adopt the Residential Development School Fee Justification Study and fees as an alternative should the Level II/Level III fee study expire or become invalid. The Commercial/Industrial study justifies charging commercial and industrial school fees.

The public comment period on the Studies and proposed fees began on March 2, 2018 and will close at the March 13, 2018 TUSD Board meeting after holding a public hearing and considering any and all comments on the proposed fees. The Board will adopt a resolution at that time on both the residential and commercial/industrial school facilities fees.

FUNDING: No funding implications.

RECOMMENDATIONS: Receive Report on the Commercial/Industrial Development School Fee Justification Study; and on the Residential Development School Fee Justification Study.

Prepared by: Bonny Carter, Director of Facilities & Planning.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent of Educational Services
DATE: February 28, 2018
SUBJECT: Receive Report on TUSD's Implementation of Comprehensive Sexual Health Education for the 2017-18 School Year

BACKGROUND: The California Healthy Youth Act was passed by Lt. Governor Jerry Brown in January, 2015 and mandates that all California school districts teach Comprehensive Sexual Health Education each year, following the guidelines within the legislation. During the 2016-17 school year, Tracy Unified School District (TUSD) began working on a plan to roll out new Sexual Health education to students in grades 7 and 9, districtwide. During the 2017-18 school year, Tracy Unified School District successfully implemented Comprehensive Sexual Health Education to all students in grades 7 and 9.

RATIONALE: It is important for the Board of Education to be informed and updated on the implementation of Comprehensive Sexual Health and HIV Prevention Instruction over the 2017-18 school year. This report will serve to do both.

FUNDING: No funding is required.

RECOMMENDATION: Receive Report on TUSD's Implementation of Comprehensive Sexual Health Education for the 2017-18 School Year.

Prepared by: Molly Long, LCSW, Coordinator of Prevention Services



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: March 2, 2018
SUBJECT: **Open Public Hearing and Receive Comments on the Commercial/Industrial Development School Fee Justification Study; and, on the Residential Development School Fee Justification Study**

BACKGROUND: Pursuant to Education Code Section 17620, school district governing boards are given the authority to levy fees on both residential and commercial/industrial development in order to fund construction and reconstruction of school facilities necessitated by such development.

The fees must be adopted by resolution at the end of a public hearing period of not less than 10 days. The public hearing period began on March 2, 2018 and will close at the March 13, 2018 board meeting.

RATIONALE: As a condition to levy both residential and commercial/industrial statutory fees, TUSD must conduct a Residential Development School Fee Justification Study and a Commercial/Industrial Development School Fee Justification Study ("Studies"). The purpose of the Studies is to: establish a nexus in the Tracy Unified School District between residential and commercial/industrial development and the (i) need for school facilities, (ii) the cost of school facilities, and (iii) the amount of statutory school fees per residential or commercial/industrial building square foot that may be levied for schools.

Due to the configuration of TUSD, two fee levels have been developed, one for the K-12 boundaries of the district which yields fees of \$3.79 per square foot of residential development and fees of \$0.61 per square foot of commercial/industrial construction; except for the self-storage category, where it is justified in levying a School Fee of \$0.066 per square foot. The fees for the K-8 feeder districts which are only responsible for mitigation of high school facilities are \$0.95 per square foot of residential development and fees of \$0.153 per square foot of commercial/industrial construction; except for the self-storage category, where it is justified in levying a School Fee of \$0.012 per square foot.

FUNDING: No funding implications.

RECOMMENDATIONS: Open Public Hearing and Receive Comments on the Commercial/Industrial Development School Fee Justification Study; and, on the Residential Development School Fee Justification Study.

Prepared by: Bonny Carter, Director of Facilities & Planning



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: February 22, 2018
SUBJECT: **Accept the Generous Donations From the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein With Thanks and Appreciation From the Staff and Students of the Tracy Unified School District**

BACKGROUND: In order to assist the various school sites and departments in the District with the continued effort to enhance the educational, technological, health, and environmental needs of our students and staff, the following funds, materials, and/or equipment are to be considered for acceptance as donations:

Kimball High School:

1. Tracy Unified School District/Kimball High School: From ATD Commerce LLC for the amount of \$1,000.00 (ck. #1718). This donation will be used towards the purchase of Kimball High School's marquee.

Tracy High School:

1. Tracy Unified School District/Tracy High School: From the Tracy Breakfast Lions for the amount of \$500.00 (ck. #5633). This donation will benefit the Tracy High School Future Farmers of America (F.F.A.) Club.

RATIONALE: Acceptance is recommended in order to meet the District's strategic goals and to enhance and benefit the educational experiences of the students of the Tracy Unified School District. This agenda item meets Strategic Goal #2 – Create a quality and effective learning environment for all students.

FUNDING: Sites and departments of the District will incur responsibilities and costs associated with (some) of the donations which include, but are not limited to, supplies, repairs, maintenance of equipment, disposal/recycling. All items accepted by the Board of Trustees of the Tracy Unified School District are directed to the District's warehouse through the Materials Management Department for inclusion on the inventory list, marking for distribution and identification prior to site or department use or placement. All items needing inspection prior to installation or use are scheduled through the Materials Management and Operations and/or the Facilities Developments and budgeted accordingly. All technology items are reviewed and approved by the Director of Information Services and Educational Technology, prior to Board presentation.

RECOMMENDATION: Accept the generous donations from the various individuals, businesses, and school site parent teacher associations listed herein with thanks and appreciation from the staff and students of the Tracy Unified School District.

Prepared by: Dr. Casey Goodall, Associate Superintendent for Business Services.



BUSINESS SERVICES MEMORANDUM

TO: Brian R. Stephens, Superintendent
FROM: C. Goodall, Associate Superintendent for Business Services
DATE: March 13, 2018
SUBJECT: **Approve Entertainment, Assembly, Service, Business and Food Vendors**

BACKGROUND: To be valid or to constitute an enforceable obligation against the district, education code 17604 requires that all contracts must be approved and/or ratified by the board of trustees. This requirement is met in several different ways, depending on the value of the requisition, the types of services or materials being procured, and the advance notice staff has in procuring the services or materials.

RATIONALE: School site assemblies, services, business and food vendors require pre-approval to ensure three different documents are in place: an approved contract when applicable; a certificate of insurance; an endorsement letter naming the district an additional insured. In addition, all vendors are reviewed to ensure the content is appropriate for student audiences, and that conflicts do not occur with other school site or district events.

To that end, the attached list of vendors has met all of the criteria to provide assemblies at TUSD sites, and their presentation has been deemed appropriate for TUSD students.

This list will be updated as needed and presented to the board for approval.

FUNDING: Per attached summary of requisitions.

RECOMMENDATIONS: Approve Entertainment, Assembly, Service, Business and Food Vendors.

PREPARED BY: Cindy Everhart, Facility Use Coordinator

A CIVIC PERMIT SHOULD BE ENTERED FOR ALL VENDOR ACTIVITIES	
Vendors are listed by expiration and <u>insured name</u> (not the program name) ↓This list of Approved Vendors confirms verification of insurance coverage only!↓ Board Approval based on insurance remaining current!	
<p>VENDOR'S INSURANCE REQUIRES CONTRACT PRIOR TO OCCURENCE</p> <p>If vendor does not provide a contract, site must use the District's Contract Services Agreement.</p> <p>Refer to District Staff Portal e-forms Business Services section.</p>	
<p>Booster and Parent organizations are independent of both the district and the student organizations/ASB. Boosters and parent clubs must enter into their own contracts and agreements with external organizations in compliance with Parent/Booster Club bylaws and must not be appended to or be part of existing district or student organization contracts.</p> <p>Parent/Booster Clubs are not to use the district tax identification number for any of their activities.</p>	
<p>SMOKING, TOBACCO PRODUCTS, ALCOHOL, DRUGS, FIREARMS OR EXPLOSIVES ARE PROHIBITED ON ANY SCHOOL DISTRICT PROPERTY. Vendors must be aware of the location of emergency exits at all times. Vendors are prohibited from applying pesticides, chemicals, or cleaning products to district facilities or grounds.</p> <p>FLAMES ARE PROHIBITED INDOORS ON DISTRICT PROPERTY - SEE SPECIFICS IN FOOD VENDOR BELOW!</p>	
<p>Per BP 5145.14 -Taking pictures of school pupils and buildings for commercial purposes is normally prohibited. Any exception requires an application in writing and the approval of the Superintendent or Superintendent's designee.Photo booth Vendors own the pictures and can place them on their website or social media which is a violation of policy.</p>	
↓REQUESTING VENDORS FOR BOARD APPROVAL↓:	
Vendor Name	Expiration
Apex Fun Run - a run based character & leadership fundraiser. Jenna Martinez, (408) 772-3409, jennam@apexfunrun.com, www.apexfunrun.com. STAKES IN GRASS PROHIBITED. SAND BAGS CAN BE USED TO HOLD DOWN ITEMS BUT ONLY ALLOWED FOR ONE DAY. CONTRACT REQUIRED PRIOR TO OCCURENCE.	2/5/2019
Play-Well TEKnologies - Lego building and inventing for core engineering and confidence. Lauren Yee (510) 227-9378, lauren@play-well.org, www.playwell.org. CONTRACT REQUIRED PRIOR TO OCCURRENCE.	10/1/2018
Rob Holladay Show - Bye Bye Bully Show, Rob Holladay, (912) 409-7263, therobholladayshow@gmail.com, www.amazingschoolshows.com. CONTRACT REQUIRED PRIOR TO OCCURRENCE.	2/28/2019
Jostens - Pat Cummings handles jewelry, diplomas, announcements, Regalia. 916-667-8702, pat.cummings@jostens.com. Jeffrey Williams handles yearbooks-877-767-5217. www.Jostens.com. CONTRACT REQUIRED PRIOR TO OCCURRENCE.	9/15/2018

APPROVED VENDORS		
Board Approved	Vendor Name	Insurance Expiration
9/12/17	Mathnasium - Math tutors offering Math Night with Math games. Pratima Murarka - 650-0345 or tracy@mathnasium.com, www.mathnasium.com/tracy	3/13/2018
4/11/17	Games 2 U - Hover Ball game is the only game approved for this vendor. All other games must be pre-approved by District. Vendor offers mobile Video Game Theaters. Video Games must be approved by Dir of Student Services- No violence, sexual content or harming animals etc. Games with solutions must have MSDS. Austin Taylor-(925)262-4222, bayareagames2u@gmail.com, www.g2u.com.	3/14/2018
5/9/17	Ultimate Game Truck - Mobile Game Video Theater. Robin Alef - 925-513-2255, robinalef@me.com, www.ultimategametruck.com. Video Games must be approved by Dir of Student Services-No violence, sexual content or harming animals etc.	3/14/2018
1/24/17	Emergency Food Bank: Mobile Farmer's Market. Kisha Thompson-464-7369 ext. 1007, kthompson@stocktonfoodbank.org or Pat Brown-464-7369 ext. 1008 pbrown@stocktonfoodbank.org, www.stocktonfoodbank.org	3/22/2018
1/10/17	American Lives: History Brought to Life - revolutionary women history interpretations story telling program. Darci Tucker, (757) 719-0523, darci@americanlives.net	3/29/18
4/12/11	LMG Attractions- DJ and Emcee, Business Audio Visual, Event Planning, Professional Sound and Audio. Dave Tillman 209-275-0226, www.lmgattractions.com No pictures of students without parental permission.	4/5/2018
5/28/13	Gallo Center for the Arts , Bullying Prevention Performance, "The Bully Buster Rides Again". Raul Garcia, 338-5020, rgarcia@galloarts.org, www.galloarts.org	4/9/2018

**Proposed Vendors Insurance List
Entertainment, Assembly Food**

Board Approved	Vendor Name	Insurance Expiration
2/10/15	Musson Theatrical - specializes in providing theatrical lighting, sound, scenery, and special effects. Bob Downs - 800-843-2837, bdowns@musson.com, www.musson.com	5/1/2018
2/12/08	Sparkles the Clown , Terry Donaldson - 835-8383, www.sparklesdelight.com	5/2/2018
2/12/08	Ravioli the Clown - Denis Martinez - 835.3535, www.raviolitheclown.com	5/2/2018
2/23/10	All for KIDZ, Inc. Producers of THE NED SHOW-character education program. Customercare@allforkidz.com, www.thenedshow.com 1-877-872-9696 x101	5/4/2018
11/14/17	LifeSaver CPR - CPR Services , Chris Peters, (209) 665-4398, www.lifesavercpr.net, LifeSaverCPR@hotmail.com	6/1/2018
6/27/17	Academy of Performing Arts - Dance choreography. Contact Deborah Skinner. (209) 814-8049, apa4fun@comcast.net, www.apaoftarcy.com	6/12/2018
6/13/17	Touzinsky's Elite Volleyball - Provides Volleyball Skills Camp. Scott Touzinsky. (562) 221-5912. scottouz@aol.com	6/28/2018
11/8/16	Lifetouch National School Studios - Student photos and photo booths through Lifetouch only. Corena Allen, (916) 526-0406, callen@lifetouch.com. Does not include DJ services.	6/30/2018
9/12/17	Delta Blood Bank/American Red Cross - Blood Drives. Kerry Morris - Office-943-3830, cell: 513-4321, kerry.morris@redcross.org. For liability purposes. Delta Blood Bank must enter Civic Permit.	7/1/2018
4/11/17	Pediatric Dentistry/Orthodontics - Dr. Solomon. (925)447-1377. majrod@icloud.com, Wwww.livermorekidsdentist.com	7/1/2018

Proposed Vendors Insurance List
Entertainment, Assembly Food

Board Approved	Vendor Name	Insurance Expiration
4/23/13	SJ County Child Abuse Prevention Council - "Parent Cafe" - program awareness for protection and safety of our children. Contact Lindy Turner-Hardin or Angela Magee -464-4524, lturner@nochildabuse.org or amagee@nochildabuse.org. "Pinwheels for Prevention" - program awareness for public and computer safety. Contact Amrit Pawar - 851-3468, apawar@nochildabuse.org. Website: www.nochildabuse.org	7/1/2018
3/14/17	Dr. Paul A. Teranishi, DDS , - dental health presentation for students. 835-8408. ptlmdds@yahoo.com, www.ptlmdds.com	7/1/2018
3/8/11	Dr. Andrew Trosien, DDS . Oral Hygiene Instructions. Call Megan or Julie at 833-1240	7/1/2018
2/14/2012	Sound Wave Mobile DJ - David Gomes-510-938-7903, info@soundwavemobiledj.com, www.soundwavemobiledj.com. No pictures of students without parental permission.	7/23/2018
4/23/13	Music Systems , Disc Jockey Services, Omar Rodriguez, 640-1442, omar@music-systems.com, www.music-systems.com. No pictures of students without parental permission slip.	8/18/2018
9/12/17	DM Design Productions - Photo Booths. Danielle Miranda, (209) 207-3182, dmirandadesigns@gmail.com, www.dmdesignproductions.com. Parental permission for each participating student taking photos.	8/29/2018
12/12/17	Boosterthon - Fun Run Fundraising, Andrew Kowalski - (706) 224-9079, andrewk@boosterthon.com, www.boosterthon.com. STAKES IN GRASS PROHIBITED. SAND BAGS ALLOWED FOR ONE DAY ONLY.	7/1/2018
12/12/17	Jackman Enterprises- Funflicks - outdoor inflatable screen for movie night. Paul Jackman-(844) 556-6843, pauljackman@funflicks.com. Www.funflicks.com	10/13/2018

Proposed Vendors Insurance List
Entertainment, Assembly Food

Board Approved	Vendor Name	Insurance Expiration
4/2/11	Marquis Entertainment , DJ, lighting, karaoke (209) 951-1982, enmar3@yahoo.com; www.marquisentdjs.com	10/20/2018
9/8/15	Tracy Crime Stoppers - partnership with citizens, media, and the criminal justice system, is to prevent and solve crimes within the Tracy region Marshall Rose - (209) 627-7675	11/3/2018
4/25/16	Delta Sigma Theta Sorority - Girls Empowerment Conference. Tanya Vaughn -(510) 909-4655, Tanya.Vaughn@pro.sccgov.org Dana Cooper - 640-9127, d_goodwill@yahoo.com, www.TracyAreaDeltas.com	12/1/2018
2/11/14	World of Wonders Science Museum (WOW) , Teaches various science topics. Beth Fox - 368-0969, beth@wowsciencemuseum.org, www.sciencemuseum.org. Insurance requires written contract.	12/1/2018
8/12/14	Tracy Chamber of Commerce: "Hire Me First" Internship Program was established to promote youth employability through increased employment opportunities, internship and job shadowing experiences for the youth in our community. Alyssa Mupo - 835-2131, hiremefirst@tracychamber.org, www.hiremefirst.org	12/29/2018
1/25/11	Kaiser Permanente - Dean Starnes, dean.starnes@kp.org, 510-987-2223, www.Kp.org/etp/ncal, Programs "Community Troupe", PEACE Signs "The Best Me", "Nightmare on Puberty ST." and "Secrets". Insurance requires written contract.	1/1/2019
9/12/17	Mobile Ed Productions - Educational assemblies for No Bully Zone, Science, History, Reading/Writing, Character and Performance Arts. Contact Cindy Kouczynski-800-433-7459, cindyk@mobileedprocutions.com, www.mobileedproductions.com	1/1/2019

**Proposed Vendors Insurance List
Entertainment, Assembly Food**

Board Approved	Vendor Name	Insurance Expiration
1/23/18	DJ Glenn Black Jr. - DJ PA System, Mixer (or DJ controller), dance floor lighting, uplighting (decor lighting), etc. Glenn Black, (209) 483-3367, glennbproductions@yahoo.com, www.djglennb.com	1/4/2019
3/12/13	Entourage Events SF - DJ & lighting Services and Photo Booth, Derek Mizuno, 510-921-4373, booking@entourageeventssf.com. Find them on Yelp & Facebook. Parental permission for pictures of students.	1/16/2019
10/11/11	Main Street Music - Ken & Diana Cefalo, kencefalo@yahoo.co, dcefalo@sbcglobal.net,	1/17/2019
9/13/11	California Weekly Explorer, Inc. History Programs, Barry Hovis, 714-247-2250, barrycwe@aol.com, info@californiaweekly.com, www.californiaweekly.com	2/1/2019
8/25/09	Soul Shoppe - Focus on building character & creating bully-free schools. Shawna Jones, Shawna@soulshoppe.com, Phone: 510-338-3231, www.soulshoppe.com	2/1/2019
10/11/11	Rumors Productions Company - Karaoke, DJ, children parties, live sound & music, live band, line dancing lessons & game show night. Contact Jenna Teyshak or Jon Tyner - 640-8000, jenna@rpedj.com, www.rpedj.com. No pictures of students without parental permission.	2/2/2019
11/13/07	Lonny Johnson - Ancient Artifacts - John Tacha or Terry Lyman 800.255.0084, (FIRE SHOW OR WEAPONS NOT ALLOWED). bureau@assemblyline.com. www.assemblyline.com/index.html	2/5/2019
2/13/18	Shoob Photography - School photos, Alex Shoob, 567-0768, alex@shoobphoto.com, projects@shoobphoto.com, www.shoobphoto.com. No pictures of students without parental permission slip.	8/9/2018

Proposed Vendors Insurance List
Entertainment, Assembly Food

Board Approved	Vendor Name	Insurance Expiration
10/24/17	City of Stockton - SJ County Library - Training Wheels program. Mobile Library on wheels for preschool students participating in story time and receive a free book. Contact Lisa Lee-lisa.lee@stockton.ca.gov or 937-8143. www.ssjcpl.org/involved/litservices/default.html	No Expiration Date
5/8/12	Dairy Council of CA Mobile Dairy Classroom , Leona Bettencourt, 916-263-3560 x413, ibettencourt@dairycouncilofca.org. Www.dairycouncilofca.org. Must follow Animal Policy Guidelines AR 6163.1	Insurance not required if supervised by certificated employee
12/10/13	SJ Vector Control - Aaron Devencenzi - 982-4675, adevencenzi@sjmosquito.org. Field trip in your classroom. Mosquito and tick presentation.	Insurance not required if supervised by certificated employee
2/15/17	Tracy Public Library - Literacy Parent Education. Stella Beratlis, 937-8221, stella.beratlis@stocktonca.gov	Insurance not required if supervised by certificated employee
10/9/07	Sandia Labs Joel Lipkan - jlipkin@comcast.net	Insurance not required if supervised by certificated employee

Proposed Vendors Insurance List
Entertainment, Assembly Food

Board Approved	Vendor Name	Insurance Expiration
<p style="text-align: center;">↓APPROVED FOOD VENDORS↓ SORTED BY INSURED NAME AND EXPIRATION DATE</p>		
<p>↓This list of Approved Food Vendors is for insurance verification only. It does not supersede the approval required for food sales through food services or replace the standard facility use process↓ No food sales until 30 minutes after school.</p>		
3/11/2014	Taqueria La Mexicana - Mobile Truck Catering for restaurant on 11th street only. Letty 610-1871, letty25045@hotmail.com	3/21/2018
11/12/12	Menchie's Frozen Yogurt , Adele Boch, 612-5285, adelebloch@yahoo.com, www.menchies.com	6/6/2018
8/11/2015	Kona Ice of Tracy - Shaved Ice drinks. Lisa Duncan, (209) 597-8760, dduncan@kona-ice.com, www.kona-ice.com	7/22/2018
5/9/17	Black Bear Diner - Catering. Tracy@blackbeardiner.com, (209) 835-5600 or (209) 814-0902.	8/19/2018
9/12/2017	Blue Moon Kettle Corn - Kettle Corn sales. Nicole Moore - (510) 589-6166 or bluemoonkettle@gmail.com	9/6/18
10/13/15	Pink Turtle Shoppe - Ice Cream & Cookie restaurant. Arabella McCreary - 627-8513, pinkturtleshoppe@gmail.com, www.pinkturtleicecream.com	9/9/2018
10/13/09	Famous Dave's BBQ Catering : 3162@srribs.com, 833-6337. www.famousdaves.com	10/1/2018
10/25/11	Mi Espiranza - Restaurant Catering. Call Omar Mendoza and Candida Ramiriz at 832-3020.	10/15/2018
11/14/17	Smokin Hot Meats N Treats - Food truck - Doug & Rita Westby. (510) 364-5070, smokinhotmeatsntreats@gmail.com, www.smokinhotmeatsntreats.com	11/27/2018

Proposed Vendors Insurance List
Entertainment, Assembly Food

Board Approved	Vendor Name	Insurance Expiration
12/8/09	Texas Roadhouse- Ed Ferro, (209) 607-5788, trh_catering@ultrasteak.com or TXRH_Cater@TexasRoadhouse.com. Restaurant direct: 830-1133	12/1/2018
*Section 308.3 Open Flame. A person shall not utilize or allow to be utilized, an open flame in connection with a public meeting or gathering for purposes of deliberation, worship, entertainment, amusement, instruction, education, recreation, awaiting transportation or similar purpose in Group A or E occupancies in accordance with Appendix Chapter 1, Section 105.6.		
OUTDOORS BBQ RULES - Make sure barbeques are 10 feet away from any building or structure. Place drip pans or tarps under barbeques to avoid spillage on pavement. Do not dump grease, oil, briquettes or barbeques anywhere on TUSD property or in garbage cans or dumpster. If spill occurs, you must provide an oil absorbent and clean properly.		
Remind your staff that candles, incense, cigarettes, or any item with an open flame are not permitted anywhere on school property. Per the Tracy Fire Inspector, failure to comply with this requirement can result in personal and or District fines ranging from \$250-1,000.		



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Assoc. Superintendent of Business Services
DATE: March 1, 2018
SUBJECT: **Approve Accounts Payable Warrants (February, 2018)**

BACKGROUND: Each month the Financial Services Department submits summaries of warrants issued monthly to the Board of Trustees for review.

RATIONALE: The Board of Trustees is required by law to approve the total expenditures of the district. The Board has requested to review detailed backup for expenditures. This agenda item meets Strategic Goal #6 – Forming Partnerships.

FUNDING: N/A

RECOMMENDATION: Approve Accounts Payable Warrants (February, 2018).

Prepared by: S. Reed Call, Director of Financial Services



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: March 1, 2018
SUBJECT: Approve Payroll Reports (February, 2018)

BACKGROUND: Financial Services Department submits summaries of payroll warrants issued each month to the Board of Trustees for review.

RATIONALE: The Board of Trustees is required by law to approve the total expenditures of the district. The Board has requested to review detailed backup for expenditures. This agenda item meets Strategic Goal #7-Develop Powerful Educational Leaders.

FUNDING: N/A

RECOMMENDATION: Approve Payroll Report (February, 2018).

Prepared by: Reed Call, Director of Financial Services

Pay Date 02/09/2018

Fund 01

LABOR DISTRIBUTION FOR EMPLOYEE

Fund	01	SACS Object	Amount	
		1100	151,724.07	Teachers' Salaries
		1200	319.50	Cert Pupil Support Salaries
		1900	900.00	Other Certificated Salaries
		2100	18,935.42	Instructional Aides' Salaries
		2200	49,944.08	Classified Support Salaries
		2400	8,344.81	Clerical & Office Salaries
		2900	5,285.33	Other Classified Salaries
		Total Labor	235,453.21	
Fund	01	SACS Object	Amount	
		3101	15,876.95	STRS On 1000 Salaries
		3201	74.55	PERS On 1000 Salaries
		3202	2,881.38	PERS On 2000 Salaries
		3301	2,820.52	
		3302	5,040.90	
		3501	76.59	State Unemploy On 1000 Salary
		3502	41.21	State Unemploy On 2000 Salary
		3601	2,941.72	Worker'S Comp Ins On 1000 Sal
		3602	1,587.10	Worker'S Comp Ins On 2000 Sal
		Total Contributions	31,340.92	
Fund	11	SACS Object	Amount	
		1100	3,038.88	Teachers' Salaries
		1200	1,267.01	Cert Pupil Support Salaries
		2100	1,241.97	Instructional Aides' Salaries
		2400	799.54	Clerical & Office Salaries
		Total Labor	6,347.40	
Fund	11	SACS Object	Amount	
		3101	345.89	STRS On 1000 Salaries
		3202	105.97	PERS On 2000 Salaries
		3301	48.70	
		3302	133.23	
		3501	2.15	State Unemploy On 1000 Salary
		3502	1.01	State Unemploy On 2000 Salary
		3601	82.81	Worker'S Comp Ins On 1000 Sal
		3602	39.26	Worker'S Comp Ins On 2000 Sal
		Total Contributions	759.02	

Fund 12	SACS Object	Amount	
	2100	939.56	Instructional Aides' Salaries
	2400	708.52	Clerical & Office Salaries
	2900	156.96	Other Classified Salaries
	Total Labor	1,805.04	
Fund 12	SACS Object	Amount	
	3102	15.40	STRS On 2000 Salaries
	3202	18.50	PERS On 2000 Salaries
	3302	75.10	
	3502	0.91	State Unemploy On 2000 Salary
	3602	34.71	Worker'S Comp Ins On 2000 Sal
	Total Contributions	144.62	
Fund 13	SACS Object	Amount	
	2200	9,811.89	Classified Support Salaries
	Total Labor	9,811.89	
Fund 13	SACS Object	Amount	
	3202	363.20	PERS On 2000 Salaries
	3302	489.80	
	3502	4.88	State Unemploy On 2000 Salary
	3602	188.82	Worker'S Comp Ins On 2000 Sal
	Total Contributions	1,046.70	

ESCAPE	ONLI
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Pay Date 02/28/2018

Fund 01

LABOR DISTRIBUTION FOR EMPLOYEE

Fund	01	SACS Object	Amount	
		1100	4,690,915.95	Teachers' Salaries
		1200	281,374.56	Cert Pupil Support Salaries
		1300	520,968.22	Cert Suprvrs' & Admins' Sal
		1900	66,773.77	Other Certificated Salaries
		2100	380,709.47	Instructional Aides' Salaries
		2200	723,603.93	Classified Support Salaries
		2300	170,155.48	Class Suprvrs' & Admins' Sal
		2400	417,122.04	Clerical & Office Salaries
		2900	38,747.86	Other Classified Salaries
		Total Labor	7,290,371.28	
Fund	01	SACS Object	Amount	
		3101	780,122.08	STRS On 1000 Salaries
		3102	3,679.58	STRS On 2000 Salaries
		3201	24,159.90	PERS On 1000 Salaries
		3202	255,280.35	PERS On 2000 Salaries
		3301	78,837.48	
		3302	120,844.27	
		3401	564,130.77	
		3402	241,769.81	
		3501	2,780.18	State Unemploy On 1000 Salary
		3502	863.99	State Unemploy On 2000 Salary
		3601	106,947.33	Worker'S Comp Ins On 1000 Sal
		3602	33,282.96	Worker'S Comp Ins On 2000 Sal
		3701	63,777.02	
		3702	34,175.24	
		Total Contributions	2,310,650.96	
Fund	11	SACS Object	Amount	
		1100	8,088.82	Teachers' Salaries
		1300	617.27	Cert Suprvrs' & Admins' Sal
		2100	4,391.13	Instructional Aides' Salaries
		2200	2,075.62	Classified Support Salaries
		2400	10,765.16	Clerical & Office Salaries
		Total Labor	25,938.00	
Fund	11	SACS Object	Amount	
		3101	1,256.29	STRS On 1000 Salaries
		3202	2,676.28	PERS On 2000 Salaries
		3301	117.90	
		3302	1,233.75	
		3401	805.09	
		3402	2,866.77	
		3501	4.35	State Unemploy On 1000 Salary
		3502	8.61	State Unemploy On 2000 Salary
		3601	167.47	Worker'S Comp Ins On 1000 Sal
		3602	331.47	Worker'S Comp Ins On 2000 Sal
		Total Contributions	9,467.98	

Fund 12	SACS Object	Amount	
	1300	778.05	Cert Suprvsrs' & Admins' Sal
	2100	5,978.73	Instructional Aides' Salaries
	Total Labor	6,756.78	
Fund 12	SACS Object	Amount	
	3101	112.27	STRS On 1000 Salaries
	3102	330.87	STRS On 2000 Salaries
	3202	366.41	PERS On 2000 Salaries
	3301	10.28	
	3302	255.69	
	3401	68.02	
	3402	57.78	
	3501	0.39	State Unemploy On 1000 Salary
	3502	2.99	State Unemploy On 2000 Salary
	3601	14.97	Worker'S Comp Ins On 1000 Sal
	3602	115.01	Worker'S Comp Ins On 2000 Sal
	Total Contributions	1,334.68	
Fund 13	SACS Object	Amount	
	2200	122,225.37	Classified Support Salaries
	2300	32,643.68	Class Suprvsrs' & Admins' Sal
	2400	11,936.29	Clerical & Office Salaries
	Total Labor	166,805.34	
Fund 13	SACS Object	Amount	
	3202	19,818.82	PERS On 2000 Salaries
	3302	11,499.05	
	3402	15,522.58	
	3502	83.38	State Unemploy On 2000 Salary
	3602	3,208.55	Worker'S Comp Ins On 2000 Sal
	Total Contributions	50,132.38	

ESCAPE ONLINE



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Assoc. Superintendent of Business Services
DATE: March 1, 2018
SUBJECT: **Approve Revolving Cash Fund Reports (February, 2018)**

BACKGROUND: Each month the Financial Services Department submits summaries of revolving cash fund checks issued monthly to the Board of Trustees for review.

RATIONALE: The Board of Trustees is required by law to approve the total expenditures of the district. The Board has requested to review detailed backup for expenditures. This agenda item meets Strategic Goal #6 – Forming Partnerships.

FUNDING: N/A

RECOMMENDATION: Approve Revolving Cash Fund Reports (February, 2018).

Prepared by: S. Reed Call, Director of Financial Services

03/01/18

TUSD
REVOLVING CASH FUND
February 2018

Date	Num	Name	Memo	Paid Amount
02/09/2018	9372	WELLNESS TOGETHER	01-6512-0-5750-1110-5200-810-2542	
TOTAL				0.00
02/02/2018	9368	Costa's Automotive Machine LLC	PO18-01264 INVOICE 030537 12/11/2017	
			01-0723-0-1110-3600-5600-840-9702	-97.50
			01-0724-0-5750-3600-5600-840-9702	-97.50
TOTAL				-195.00
02/06/2018	9369	DEPARTMENT OF MOTOR VEHIC...	PO18-00312 DMV FEES	
			01-0723-0-1110-3600-5800-840-9702	-30.40
			01-0724-0-5750-3600-5800-840-9702	-45.60
TOTAL				-76.00
02/06/2018	9370	DEPARTMENT OF MOTOR VEHIC...	PO18-00312 DMV FEES	
			01-0723-0-1110-3600-5800-840-9702	-30.40
			01-0724-0-5750-3600-5800-840-9702	-45.60
TOTAL				-76.00
02/06/2018	9371	DEPARTMENT OF MOTOR VEHIC...	PO18-00312 DMV FEES	
			01-0723-0-1110-3600-5800-840-9702	-30.40
			01-0724-0-5750-3600-5800-840-9702	-45.60
TOTAL				-76.00
02/09/2018	9372	WELLNESS TOGETHER	VOID: CONFERENCE 2/28-3/1/2018 SPED GJ...	
TOTAL				0.00
02/09/2018	9373	WELLNESS TOGETHER	Conference 2/28-3/1/2018 Lisa Jones, Marsha...	
			01-6512-0-5750-1110-5200-810-2542	-407.94
TOTAL				-407.94
02/14/2018	9374	SJC ACSA	Every Student Succeeds Breakfast Dr. Brian...	
			01-0000-0-0000-7150-5200-800-1001	-15.00
TOTAL				-15.00
02/14/2018	9375	SAN JOAQUIN CO ENVIRONMEN...	REQ18-02282 Plan check fee	
			01-6230-0-0000-8500-6218-600-7338	-456.00
TOTAL				-456.00
02/14/2018	9376	FAIRFIELD INN BY MARRIOTT	PO18-02018 STEIN HS WASC VISIT	
			01-0000-0-1110-1000-4300-550-1006	-462.84
TOTAL				-462.84

03/01/18

TUSD
REVOLVING CASH FUND
February 2018

Date	Num	Name	Memo	Paid Amount
02/16/2018	9377	CUE Conference Registration	Conference 3/14-17/2018 Perry Farrens	
			01-90290-1110-2140-5200-700-6635	-359.00
TOTAL				-359.00
02/16/2018	9378	CUE Conference Registration	Conference 3/14-17/2018 Lyudmyla Krasnova	
			01-90290-1110-2140-5200-700-6635	-359.00
TOTAL				-359.00
02/16/2018	9379	CUE Conference Registration	Conference 3/14-17/2018 Erick Keating	
			01-90290-1110-2140-5200-700-6635	-359.00
TOTAL				-359.00
02/20/2018	9380	HOLIDAY INN EXPRESS	PO18-02132 WHS EVERY 15 MINUTES PROG...	
			01-0000-0-1110-1000-5800-700-6502	-1,179.10
TOTAL				-1,179.10
02/28/2018	9381	LAWRENCE HALL OF SCIENCE	CONFERENCE 3/3/18 BARAJAS, NEWTON	
			01-0709-0-1110-2140-5200-800-1930	-50.00
TOTAL				-50.00



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: February 28, 2018
SUBJECT: Ratify Routine Agreements, Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

BACKGROUND: To be valid or to constitute an enforceable obligation for or against the district, education code 17604 requires that all contracts must be approved and/or ratified by the board of trustees. This requirement is met in several different ways, depending on the value of the requisition, the types of services or materials being procured, the value of the fee, dedication, services or other requirements being offered to or by the District and the advance notice staff has in procuring the services or materials; or the timing required to negotiate the agreement on behalf of the District. Routine requisitions less than \$5,000 are ratified on the consent calendar when the board approves the warrants list. Except when specific exceptions are detailed in board policies and procedures, requisitions greater than \$15,000 are submitted as action items for board pre-approval. Also, Special Services and advice in financial, accounting, engineering, legal or administrative matters pursuant to Government Code 63060 meet the requirements.

Routine requisitions between \$5,000 and \$15,000, and requisitions greater than \$15,000 which meet specific criteria, may be ratified on the consent calendar by board approval of a summary list, more detailed than the warrants listing. This may also include ratification of "Notice of Completion" of construction projects.

RATIONALE: The attached summary of these requisitions with related support documentation details financial obligations greater than \$5,000 but which meet the criteria to be ratified in this format. The summary is organized alphabetically so that the project's back-up material is identified with the same letter in the lower left hand corner.

FUNDING: Per attached summary of requisitions.

RECOMMENDATION: Ratify Routine Agreements, Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda.

Prepared by: Dr. Casey Goodall, Associate Superintendent for Business Services.

BUSINESS SERVICES
FACILITIES DEVELOPMENT DEPARTMENT
MARCH 13, 2018
SUMMARY OF SERVICES

A. Vendor: City of Tracy
Site: Tracy Unified School District
Item: Five (5) Year Police Service Agreement (Expires July 1, 2023)
Services: The District will continue to provide increased safety at its public schools by utilizing three Tracy City Police Department Officers as School Resource Officers.
Cost: The District will compensate the City at one-half the rate of pay for each SRO per the Tracy Police Officer's Association MOU. Not to exceed \$250,000.00
Project Funding: General Fund

B. Vendor: Cooperative Strategies
Site: Tracy Unified School District
Item: Agreement - Ratify
Services: Consultant to provide developer fee studies and school facilities needs analysis study.
Cost: \$16,275.00 + Reimbursables
Project Funding: Developer Fee Fund

C. Vendor: PresenceLearning
Site: District Wide - Ratify
Item: Agreement
Services: PresenceLearning will provide live online speech language pathology services and assessments as required to 50 additional T.U.S.D. students (this is in addition to the 400+ students included on our existing agreement). Services include: reports, protocols, IEP attendance, logs for service, and speech only case management.
Cost: \$100,000.00
Project Funding: Special Education



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: February 28, 2018
SUBJECT: **Ratify Measure B Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda**

BACKGROUND: To be valid or to constitute an enforceable obligation against the district, education code 17604 requires that all contracts must be approved and/or ratified by the board of trustees. This requirement is met in several different ways, depending on the value of the requisition, the types of services or materials being procured, and the advance notice staff has in procuring the services or materials. Routine requisitions less than \$5,000 are ratified on the consent calendar when the board approves the warrants list. Except when specific exceptions are detailed in board policies and procedures, requisitions greater than \$15,000 are submitted as action items for board pre-approval. Also, Special Services and advice in financial, accounting, engineering, legal or administrative matters pursuant to Government Code 63060 meet the requirements.

Routine requisitions between \$5,000 and \$15,000, and requisitions greater than \$15,000 which meet specific criteria, may be ratified on the consent calendar by board approval of a summary list, more detailed than the warrants listing. This may also include ratification of "Notice of Completion" of construction projects.

RATIONALE: The attached summary of these requisitions with related support documentation details financial obligations greater than \$5,000 but which meet the criteria to be ratified in this format. The summary is organized alphabetically so that the project's back-up material is identified with the same letter in the lower left hand corner.

FUNDING: Per attached summary of requisitions.

RECOMMENDATION: Ratify Measure B Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda.

Prepared by: Dr. Casey Goodall, Associate Superintendent for Business Services

**BUSINESS SERVICES
FACILITIES DEVELOPMENT DEPARTMENT
MEASURE B BOND
MARCH 13, 2018
SUMMARY OF SERVICES**

A. Vendor: Hohbach-Lewin, Inc.
Site: Central School Renovation
Item: Add Service #1 - Ratify
Services: Consultant to provide an add service, which includes locating and defining the property boundary lines with set points. The consultant will also submit the prepared Record-of Survey Map to the County Surveyor and County Recorder.
Cost: \$6,200.00
Project Funding: Measure B Bond Fund, State School Building Fund (SSBF), Charter School Facilities Program and Prop. 39 Energy Funding

B. Vendor: ACME Construction
Site: Central School Renovation
Item: Approve Substitution of Subcontractor
Services: District received a formal substitution request from the Lease-Leaseback Contractor due to the fact that per Labor Code § 1771.1, Deck West is not registered with the Department of Industrial Relations. The subcontractor did not object to the substitution request and consents to the substitution.
Cost: No Cost
Project Funding: Measure B Bond Fund, SSBF, Charter School Facilities Program and Prop. 39 Energy Funding



TRACY
UNIFIED SCHOOL DISTRICT

EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent of Educational Services
DATE: February 27, 2018
SUBJECT: **Approve Overnight Travel for the Tracy High School Pride of Tracy Marching Band and Color Guard to Participate in a Soundtrack Recording Workshop and Disneyland Parade Performance in Anaheim, CA on April 26-28, 2018**

BACKGROUND: Seventy-four students of the Tracy High School Marching Band and Color Guard would like to participate in a Soundtrack Recording Workshop and perform in a Disneyland Parade in Anaheim, CA on April 26-28 2018. Director of Band, Mr. Jeff Kumagai, and eight parent chaperones will provide supervision during the trip. Mr. Kumagai, chaperones and students will stay at the Embassy Suites in Santa Ana and will be transported by Charter Bus. The parent chaperones will be District approved prior to the trip. Eric Spidell, owner of musictrip.com, specializes in planning and organizing trips for music ensembles and has worked with the Tracy Bulldog Band Booster Club to coordinate the payments of Disneyland Park Hopper tickets, hotel rooms, charter bus transportation, the soundtrack recording workshop and the performance.

RATIONALE: The purpose of this trip is to expose the students to the many facets of the performing arts and the strategies used by major corporations in theme park settings. These include, but are not limited to, the recording process for movies on a sound stage and live performances. The students will also produce a video soundtrack recording on a movie studio sound stage and perform in a professional production in front of a live audience. This Agenda request aligns with District Strategic Goal #1: Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/ or career goals; and District Strategic Goal #3: Apply fiscal, operational and community resources to ensure a safe learning environment that supports staff and student goals.

FUNDING: The total cost of this trip will not exceed \$42,800; and will be paid by the Tracy Bulldog Band Booster Club. The Band Booster Club has acted as an intermediary between Eric Spidell and the students attending the trip. The Booster Club has collected voluntary donations from students who wish to attend the trip, assisted in fundraising opportunities, and issued payments to Mr. Spidell and musictrip.com.

RECOMMENDATION: Approve Overnight Travel for the Tracy High School Pride of Tracy Marching Band and Color Guard to Participate in a Soundtrack Recording Workshop and Disneyland Parade Performance in Anaheim, CA on April 26-28, 2018.

Prepared by: Mr. Jason Noll, Principal, Tracy High School



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent for Educational Services
DATE: March 1, 2018
SUBJECT: Approve the District Summer School Programs for 2018

BACKGROUND: The goal of Tracy Unified Summer School Programs is to provide students with academic, social, and personal enrichment opportunities. Many times when the traditional school year ends, student learning, access to school nutrition programs and supervision comes to a stop. Despite major budget cuts during previous years, Tracy Unified School District (TUSD) provided a limited number of Summer School Program opportunities, which included; mandated Special Education Programs and several Credit Recovery Courses for Tracy Unified students. In an effort to best meet the academic needs of students and comply with federal mandates, a modified Summer School Program for the summer of 2018 is again proposed.

RATIONALE: The District is required to provide an extended year Special Education Program each summer. This mandated program is for eligible students in grades Pre-K through Young Adult, as determined by students' Individualized Education Program (IEP). The Special Education Program for Pre-school through grade 8 will be available at North and Villalovoz Elementary Schools; and the program for Special Education grades 9 through Young Adult will be available at Monte Vista Middle School.

In addition, the District will provide an opportunity for current 12th grade students, who do not meet graduation requirements by May 2018, to recover credits necessary to graduate through the Tracy Adult School and the District Summer Credit Recovery Program. An English 1 Credit Recovery Course, utilizing Cyber High, will be available for current freshmen who have failed English 1, and current 10th and 11th grade students in need of credit recovery will be available through Cyber High, as space is available; and will be available at Monte Vista Middle School.

In addition, programs will be available to support English Learners and At-Risk students who attend Title I schools, and are currently in grades K–5, at North and Villalovoz Elementary Schools, as well as students in grades 6-8 at Monte Vista Middle School. These programs will involve engaging, hands-on learning activities to strengthen student understanding of science concepts, reading and language intervention, and mathematics fluency.

For children who will be entering Kindergarten in Fall of 2018, a Kindergarten Bridge Program will be held at North and Villalovoz Schools. This program is a mandated piece of the Building Literacy

Together (First 5) Grant, and seeks to aid students as well as their parents, in a successful transition into Kindergarten.

As was held last summer, the High School Summer Bridge Program will be available for incoming 9th grade students from District and feeder schools. This program will enroll at-risk students and will aid in preparing these students for the rigors of high school. The Program consists of engaging learning projects – which include proper study skills; meetings with their upcoming school Administrators, Counselors and classmates; follow-up tutorial support; and a field-trip visit to a nearby University of California Campus. The program seeks to give students the tools they need to successfully navigate high school, and thus prepare students for college or careers.

The dates for all Summer School programs are as follows:

- Special Education Pre-K through 8th grade: June 4 - June 29, 2018
- Special Education grades 9 through Young Adult: June 4 - July 6, 2018
- Credit Recovery Program for 9th - 12th grade students: June 4 - July 6, 2018
- Science and Intervention Programs, grades K-8: June 4 - June 29, 2018
- Kindergarten Bridge Program for entering Kindergarten students: June 4 - June 15, 2018
- High School Bridge Program for incoming 9th grade students: June 4 - June 15, 2018
- July 4th will be a holiday for those Programs still in session at that time.

High School students who are not eligible to participate in Tracy Unified Summer School Programs may make up credits for courses failed during the school year by completing approved online courses or attending a State Junior College over the summer. All courses must be preapproved by the site principal and high school counselor. Students may earn a maximum of 30 Credit Recovery units during the summer. Students interested in taking credits for acceleration may elect to enroll in approved online courses or attend a State Junior College over the summer. All courses must be CSU/UC approved and students must be on track to graduate on time. Students may earn up to 20 credits. The cost associated with taking online Credit Recovery or Acceleration courses will be the responsibility of the student, parent or guardian. Students enrolling in these courses must obtain prior written approval from the site principal and counselor.

This Agenda item meets District Strategic Goal #1: Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or careers; and District Strategic Goal # 3: Apply fiscal, operational and community resources to ensure a safe learning environment that supports staff and student goals.

FUNDING: All Special Education classes and the Credit Recovery Summer Programs will be funded by State designated and District funds. All K-8 intervention classes will be funded by Title I. The Kindergarten Bridge Program will be funded by First 5/Building Literacy Together. The High School Bridge Program will be funded by the College and Career Grant. The costs associated with Credit Recovery and Acceleration courses taken outside of the District will be the responsibility of the student, parent or guardian.

RECOMMENDATIONS: Approve the District Summer School Programs for 2018.

Prepared by: Julianna Stocking, Director of Alternative Programs



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent for Human Resources
DATE: February 28, 2018
SUBJECT: Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment

BACKGROUND:

MANAGEMENT RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Escobedo, Jessica Head Counselor	THS	06/30/18	To accept the Long Term English Learner Counselor position

BACKGROUND:

MANAGEMENT RETIREMENT

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>
Anderson-Woo, Carol Director, Curriculum, Accountability & Continuous Improvement	DEC	08/21/18

BACKGROUND:

CERTIFICATED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Newton, Richard Math	THS	06/30/18	To accept the Coordinator of Mathematics Position

BACKGROUND:**CERTIFICATED RETIREMENT**

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>
Piuser, Douglas Math	THS	05/25/18
Vernor-Howard, Jan RSP	HES	06/30/18

BACKGROUND:**CLASSIFIED RESIGNATION**

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Aldana, Karen School Supervision Assistant	MVMS	2/21/18	Accepted a School Supervision Assistant position with additional hours
Basravi, Samia Clerk Typist II	Prev. Services	2/20/18	Accepted Secretary to Prevention Services position

RECOMMENDATION: Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment.

Prepared by: Tammy Jalique, Associate Superintendent for Human Resources



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent for Human Resources
DATE: February 28, 2018
SUBJECT: Approve Classified, Certificated, and/or Management Employment

BACKGROUND:

Rusch, David

BACKGROUND:

Escobedo, Jessica

Newton, Richard

BACKGROUND:

Aldana, Karen

Basravi, Samia

CERTIFICATED

Physics (Temporary)
Tracy High School
Class I, Step 1, "A" \$15,091.60
Funding: General Fund

MANAGEMENT / CLASSIFIED CONFIDENTIAL

Long Term English Learner Counselor
(New)
District Education Center
Range 11 – LMP, Step H, \$536.22 per day
Funding: Title III

Coordinator of Mathematics (New)
Staff Development
Range 49 – LME, Step D, \$527.61 per day
Funding: LCAP

CLASSIFIED

School Supervision Assistant (Replacement)
Monte Vista
Range 21, Step E - \$16.08 per hour
3 hours per day
Funding: General Fund

Secretary to Prevention Services (New)
Prevention Services
Range 32, Step B - \$18.06 per hour
4 hours per day
Funding: IASA-Title I BAS GRNTS Low
Inc.

Orta, Sonya

Bus Driver/Custodian/Groundskeeper
(Replacement)
MOT
Range 36, Step B - \$19.85 per hour
8 hours per day
Funding: General Fund, Home to School
Transportation

RECOMMENDATION: Approve Classified, Certificated and/or Management
Employment

Prepared by: Tammy Jalique, Associate Superintendent for Human Resources



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent for Human Resources
DATE: February 28, 2018
SUBJECT: **Certify that Provisions of Section 5593 Regarding Coaches Have Been Met**

BACKGROUND: Section 5594 of Title 5, California Code of Regulations requires that by April 1 of each school year, all local governing boards shall certify to the State Board of Education that the provisions of Section 5593 have been met.

RATIONALE: All coaches currently employed by the Tracy Unified School District meet the qualifications of Section 5593. (copy attached)

This agenda item meets Strategic Goal 2: Hire, support, develop, train, and sustain district employees who create a singleness of purpose focused on maximizing students' academic, social, and emotional potential.

FUNDING: None

RECOMMENDATION: Certify that Provisions of Section 5593 Regarding Coaches Have Been Met

Prepared by: Patty Kelley, Coordinator of Human Resources

TUSD Coaches
2/28/18

NAME	POSITION	SEASON	SITE	SPORT	LEVEL
Agapie, George	Coach	Nov-Mar	KHS	Soccer	Boys-Frosh/Soph
Alkire, Vic	Coach	Feb-June	THS	Baseball	Varsity-Head
Allen-Trombley, Jennifer	Coach	Aug-Dec	KHS	Cross Country	Asst. Coach
Anastasio, Megan	Coach	Aug-Dec	WHS	Pep Squad	Advisor-Fall
Anastasio, Megan	Coach	Nov-Mar	WHS	Pep Squad	Advisor-Winter
Anastasio, Steve	Coach	Nov-Mar	WHS	Wrestling	Asst Coach
Andres, Courtney	Coach	Feb-June	KHS	Swimming	Asst. Varsity
Andrews, Garrett	Coach	Aug-Dec	WHS	Football	Frosh Asst
Azama, Takeshi (Tiger)	Coach	Feb-June	KHS	Tennis	Boys-Varsity
Bauer, Daniel	Coach	Feb-June	THS	Baseball	Soph
Baumann, Frank	Coach	Aug-Dec	THS	Volleyball	Soph
Bautista, Jayb	Coach	Nov-Mar	KHS	Basketball	Girls-Soph
Bearden, Jerome	Coach	Feb-June	KHS	Track	Asst. Coach
Behnam, Arash (Scott)	Coach	Nov-Mar	WHS	Soccer	Girls Varsity
Bell, Brian	Coach	Nov-Mar	KHS	Basketball	Boys-Varsity
Blackwell, Jonathan	Coach	Nov-Mar	THS	Wrestling	Head Coach
Bogart, Wayne	Coach	Aug-Dec	KHS	Football	Frosh Asst.
Bogart, Wayne	Coach	Aug-Dec	KHS	Football	Soph Asst.
Boggs, Michael	Coach	Feb-June	KHS	Softball	Sophomore
Bonin, Robert	Coach	Feb-June	THS	Track	Asst. Coach
Bowman, Amanda	Coach	Aug-Dec	THS	Water Polo	Asst. Coach
Bowman, Amanda	Coach	Feb-June	THS	Softball	Frosh
Bravo, Rogelio	Coach	Nov-Mar	KHS	Wrestling	Asst. Coach
Casto, Raquel	Coach	Aug-Dec	KHS	Volleyball	Frosh
Cattolico, Tobin	Coach	Aug-Dec	KHS	Football	Soph Asst.
Cervantes, Crystal	Coach	Nov-Mar	WHS	Basketball	Soph Girls
Cueva, Genaro (Junior)	Coach	Nov-Mar	THS	Basketball	Varsity-Boys
DeLange, Berrie	Coach	Aug-Dec	KHS	Water Polo	Asst. Coach
DeLange, Berrie	Coach	Feb-June	KHS	Swimming	Asst. Varsity
DeLange, Tess	Coach	Feb-June	THS	Swimming	Asst Swimming
DeLange, Tess	Coach	Aug-Dec	KHS	Water Polo	Head Coach Girls
Dell'Aringa, Dante	Coach	Aug-Dec	WHS	Football	Soph Asst
Demsher, Paul	Coach	Aug-Dec	THS	Tennis	Girls-Varsity
Dorado, Abel	Coach	Nov-Mar	WHS	Soccer	Frosh/Soph Boys
Doran, Rebekah	Coach	Feb-June	THS	Swimming	Asst Swimming
Eaton, Derek	Coach	Nov-Mar	THS	Basketball	Girls-Sophomore
Eccleston, Robert	Coach	Aug-Dec	KHS	Football	Soph Head
Fischer, Doug	Coach	Aug-Dec	KHS	Water Polo	Head Coach Boys
Fishburn, Jay	Coach	Aug-Dec	THS	Football	Soph-Head
Fishburn, Jay	Coach	Feb-June	THS	Track	Head Coach
Gallardo, Roger	Coach	Feb-June	WHS	Baseball	Varsity
Garza, Matthew	Coach	Nov-Mar	WHS	Basketball	Varsity Boys
Gibson, Jimmy	Coach	Aug-Dec	THS	Volleyball	Frosh
Gonzalez, Eric	Coach	Nov-Mar	KHS	Soccer	Girls-Frosh/Soph
Graber, Gaye	Coach	Aug-Dec	WHS	Pep Squad	Asst. Advisor-Fall
Graber, Gaye	Coach	Nov-Mar	WHS	Pep Squad	Asst. Advisor-Winter
Granillo Jr., Miguel	Coach	Nov-Mar	KHS	Basketball	Girls-Varsity
Green, Dwayne	Coach	Feb-June	KHS	Track	Head Coach
Guillen, Nelson	Coach	Aug-Dec	THS	Football	Asst. Soph
Hall, Steve	Coach	Aug-Dec	THS	Football	Asst. Soph
Hattley, Ronald	Coach	Nov-Mar	KHS	Soccer	Girls-Varsity
Henderson, Gary	Athl. Dir.	All Year	THS	NA	Athl. Dir.
Hern, Ryan	Coach	Feb-June	WHS	Golf	Varsity Boys
Hernandez, Joseph	Coach	Nov-Mar	KHS	Basketball	Boys-Soph
Hernandez, Joseph	Coach	Feb-June	KHS	Baseball	Frosh
Honnoll, Alica	Coach	Feb-June	THS	Softball	Varsity
Honnoll, Alica (Job Share)	Coach	Aug-Dec	KHS	Golf	Girls-Varsity

TUSD Coaches
2/28/18

NAME	POSITION	SEASON	SITE	SPORT	LEVEL
James, Theresa	Coach	Aug-Dec	WHS	Cross Country	Head Coach
James, Theresa	Coach	Feb-June	WHS	Track	Asst Coach
Johnson, Jamai	Coach	Nov-Mar	WHS	Basketball	Frosh Boys
Johnson, Scott	Coach	Aug-Dec	WHS	Football	Varsity Asst
Juarez, Benjamin	Coach	Nov-Mar	KHS	Basketball	Boys-Frosh
Juarez, Chico	Coach	Feb-June	WHS	Baseball	Sophomore
Kalis, Phillip	Coach	Nov-Mar	THS	Soccer	Boys-Varsity
Kalis, Phillip	Coach	Nov-Mar	THS	Soccer	Girls-Frosh/Soph
Keeney, Brian	Coach	Aug-Dec	THS	Water Polo	Boys-Head Coach
Keeney, Paulette	Coach	Feb-June	THS	Softball	Varsity
Key, Jeffrey	Coach	Nov-Mar	WHS	Basketball	Soph Boys
Khuon, Tida	Coach	Nov-Mar	WHS	Soccer	Frosh/Soph Girls
Labasan, Mission	Coach	Nov-Mar	THS	Basketball	Frosh-Boys
Langley, Anne	Coach	Nov-Mar	KHS	Basketball	Girls-Frosh
Large, Natalie	Coach	Feb-June	WHS	Softball	Soph
Lassiter, Bryce	Coach	Nov-Mar	KHS	Soccer	Boys-Varsity
Lawrence, Joseph	Coach	Aug-Dec	KHS	Tennis	Girls-Varsity
Lawson Dobb, Jacob	Coach	Aug-Dec	WHS	Water Polo	Varsity Boys
Lawson Dobb, Jacob	Coach	Feb-June	WHS	Swimming	Varsity Asst
Leanos, Anthony	Coach	Nov-Mar	THS	Wrestling	Asst. Coach
Loggins, Robert	Coach	Feb-June	WHS	Track	Asst Coach
Loomis, Michele	Coach	Feb-June	KHS	Swimming	Varsity Head
Loomis, Michele	Coach	Aug-Dec	WHS	Cross Country	Asst Coach
Lozano, Frank	Coach	Feb-June	WHS	Track	Asst Coach
Martin, Mauricio	Coach	Aug-Dec	THS	Football	Asst. Varsity
Martin, Mauricio	Coach	Feb-June	THS	Track	Asst. Coach
McCamey, Mahina	Coach	Aug-Dec	THS	Volleyball	Varsity
McClain, Ken	Coach	Feb-June	KHS	Track	Asst. Coach
McGee, Gerianne	Coach	Feb-June	THS	Softball	Sophomore
Memory, Stephen	Coach	Aug-Dec	WHS	Football	Soph Asst
Memory, Stephen	Coach	Feb-June	WHS	Tennis	Boys Varsity
Miller, Jeanette	Coach	Aug-Dec	WHS	Dance	Advisor - Fall
Miller, Jeanette	Coach	Nov-Mar	WHS	Dance	Advisor - Winter
Moore, Gary	Coach	Aug-Dec	WHS	Golf	Varsity Girls
Moore, Gary (Job-Share)	Coach	Feb-June	KHS	Golf	Boys-Varsity (Job-Share)
Mueller, Robert	Coach	Feb-June	KHS	Baseball	Varsity
Myers, Christopher	Coach	Aug-Dec	KHS	Football	Frosh Head
Nelson, Charnice	Coach	Nov-Mar	WHS	Basketball	Frosh Girls
Nunes, Mike	Coach	Aug-Dec	KHS	Volleyball	Varsity
Nunn, Michael (Job-Share)	Coach	Feb-June	KHS	Track	Asst. Coach
O'Brien, Patrick	Coach	Feb-June	THS	Tennis	Boys-Varsity
Ornellas, Kevin	Coach	Nov-Mar	THS	Basketball	Boys-Soph
Ortega, Jerry	Coach	Feb-June	THS	Baseball	Frosh
Ortega, Lauren	Coach	Aug-Dec	THS	Pep Squad	Asst. Advisor - Fall
Ortega, Lauren	Coach	Nov-Mar	THS	Pep Squad	Asst. Advisor - Winter
Pena, Sergio	Coach	Nov-Mar	THS	Basketball	Girls-Freshman
Perez, Jaime	Coach	Aug-Dec	THS	Cross Country	Asst. Coach
Perry, Nathan	Coach	Nov-Mar	THS	Soccer	Girls-Varsity
Pribble, Jeffery	Coach	Aug-Dec	THS	Football	Asst. Varsity
Pribble, Jeffery	Coach	Feb-June	THS	Track	Asst. Coach
Quintana, Michael	Coach	Aug-Dec	WHS	Tennis	Girls Varsity
Rebeiro, Robert	Coach	Aug-Dec	KHS	Football	Frosh Asst.
Reilley, Chelsea	Coach	Aug-Dec	KHS	Dance	Advisor - Fall
Reilley, Chelsea	Coach	Nov-Mar	KHS	Dance	Advisor - Winter
Reyes, Jesus	Coach	Nov-Mar	WHS	Soccer	Boys Varsity
Rivalie, Anthony	Coach	Feb-June	WHS	Softball	Frosh
Rivera, Sean (Job-Share)	Coach	Feb-June	KHS	Golf	Boys-Varsity (Job-Share)

TUSD Coaches
2/28/18

NAME	POSITION	SEASON	SITE	SPORT	LEVEL
Russell, Bruce	Coach	Aug-Dec	THS	Football	Frosh-Head
Ruth, Jessica	Coach	Aug-Dec	KHS	Pep Squad	Advisor - Fall
Ruth, Jessica	Coach	Nov-Mar	KHS	Pep Squad	Advisor - Winter
Saaga, Rex	Coach	Aug-Dec	KHS	Volleyball	Soph
Saaga, Rex	Coach	Feb-June	KHS	Volleyball	Varsity- Boys
Salazar, Carlos	Coach	Nov-Mar	KHS	Wrestling	Head Coach
Sandoval, Nico	Coach	Aug-Dec	WHS	Football	Frosh Asst
Shrout, Matt	Coach	Aug-Dec	THS	Football	Varsity-Head
Silcox, Jeremy	Coach	Aug-Dec	WHS	Football	Soph Head
Soares, Sheila	Coach	Aug-Dec	THS	Dance	Advisor - Fall
Soares, Sheila	Coach	Aug-Dec	THS	Pep Squad	Advisor - Fall
Soares, Sheila	Coach	Nov-Mar	THS	Dance	Advisor - Winter
Soares, Sheila	Coach	Nov-Mar	THS	Pep Squad	Advisor - Winter
Solano, Derek	Coach	Aug-Dec	THS	Golf	Girls-Varsity
Solano, Derek	Coach	Nov-Mar	THS	Basketball	Girls-Varsity
Solano, Derek	Coach	Feb-June	THS	Golf	Boys-Varsity
Speer, Kevin	Coach	Aug-Dec	THS	Football	Asst. Varsity
Speer, Michael	Coach	Aug-Dec	THS	Football	Asst. Frosh
Sprecksel, Derek	Athl. Dir.	All Year	WHS	NA	Athl. Dir.
Tait, Elizabeth	Coach	Aug-Dec	KHS	Pep Squad	Asst. Advisor - Fall
Tait, Elizabeth	Coach	Nov-Mar	KHS	Pep Squad	Asst. Advisor - Winter
Taylay, Lauraine (Job Share)	Coach	Feb-June	KHS	Track	Asst. Coach
Telloian, Sarah	Coach	Feb-June	WHS	Track	Asst. Coach
Tiffany, James (Job Share)	Coach	Aug-Dec	KHS	Golf	Girls-Varsity
Toon, Christine	Coach	Aug-Dec	WHS	Volleyball	Varsity
Torres, Marty	Coach	Feb-June	WHS	Softball	Varsity
Trombley, Ben	Athl. Dir.	All Year	KHS	NA	Athl. Dir.
Trombley, Ben	Coach	Aug-Dec	KHS	Cross Country	Varsity
Trombley, Ben	Coach	Feb-June	KHS	Track	Asst. Coach
Verwijst, Julie	Coach	Aug-Dec	THS	Water Polo	Girls-Head Coach
Verwijst, Julie	Coach	Feb-June	THS	Swimming	Varsity Head
Wagner, Brian	Coach	Feb-June	WHS	Baseball	Frosh
Way, Shannon	Coach	Aug-Dec	WHS	Volleyball	Soph
Weagley, Melissa	Coach	Aug-Dec	THS	Cross Country	Varsity
Weagley, Melissa	Coach	Feb-June	THS	Track	Asst. Coach
Wescott, Marc	Coach	Nov-Mar	THS	Soccer	Boys-Frosh/Soph
Wesely, Joshua	Coach	Feb-June	KHS	Baseball	Soph
Wichman, Casey	Coach	Aug-Dec	WHS	Football	Frosh Head
Wichman, Steven	Coach	Aug-Dec	WHS	Football	Varsity Head
Williams, Theodore	Coach	Aug-Dec	WHS	Football	Varsity Asst
Williams, Theodore	Coach	Feb-June	WHS	Track	Head Coach
Windschitl, Candy	Coach	Aug-Dec	WHS	Water Polo	Asst Co-ed
Windschitl, Candy	Coach	Feb-June	WHS	Swimming	Varsity Asst
Windschitl, Patrick	Coach	Aug-Dec	WHS	Water Polo	Varsity Girls
Windschitl, Patrick	Coach	Feb-June	WHS	Swimming	Varsity Head
Yerian, Jake	Coach	Aug-Dec	THS	Football	Asst. Frosh
Vacancy	Coach	Nov-Mar	WHS	Wrestling	Head Coach
Vacancy	Coach	Aug-Dec	KHS	Football	Varsity Asst.
Vacancy	Coach	Feb-June	WHS	Softball	Frosh
Vacancy	Coach	Aug-Dec	KHS	Football	Varsity Asst.
Vacancy	Coach	Nov-Mar	WHS	Basketball	Varsity Girls
Vacancy	Coach	Aug-Dec	KHS	Football	Varsity Asst.
Vacancy	Coach	Aug-Dec	KHS	Football	Varsity Head
Vacancy	Coach	Aug-Dec	WHS	Volleyball	Frosh
Vacancy	Coach	Aug-Dec	WHS	Football	Varsity Asst
			49		

Title 5

Code of Regulations, Title 5

Temporary Athletic Team Coach Qualifications and Competencies.

T5 5593

This section applies to any person serving at any grade level as a temporary athletic team coach.

(a) The district shall determine whether a temporary athletic team coach is knowledgeable and competent in the areas of:

- (1) Care and prevention of athletic injuries, basic first aid and emergency procedures;
- (2) Coaching techniques;
- (3) Rules and regulations in the athletic activity being coached; and
- (4) Child or adolescent psychology, whichever is appropriate to the grade level of the involved sports activity.

(b) The district shall establish a temporary athletic team coach's qualifications in each of the below specified four competency areas.

(1) Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures as evidenced by one or more of the following:

(A) Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card; or

(B) A valid sports injury certificate or first aid card, and a valid cardiopulmonary resuscitation CPR card; or

(C) A valid Emergency Medical Technician (EMT) I or II card; or

(D) A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA); or

(E) The person has had practical experience under the supervision of an athletic coach or trainer, or has assisted in team athletic training and conditioning, and has both valid CPR and first aid cards.

(2) Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:

- (A) Completion of a college course in coaching theory and techniques; or
 - (B) Completion of in-service programs arranged by a school district or a county office of education; or
 - (C) Prior service as a student coach or assistant athletic coach in the sport or game being coached; or
 - (D) Prior coaching in community youth athletic programs in the sport to be coached; or
 - (E) Prior participation in organized competitive athletics at high school level or above in the sport to be coached.
- (3) Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules and, at the high school level, regulations of the CIF.
- (4) Knowledge of child or adolescent psychology as it relates to sports participation as evidenced by one or more of the following:
- (A) Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions; or
 - (B) Completion of a seminar or workshop on human growth and development of youth; or
 - (C) Prior active involvement with youth in a school or community sports program.
- (c) The school district superintendent may waive compliance with any one or more of the competencies described in subsection (a) provided that the person is enrolled in a program leading to acquisition of a competency. Until the competencies are met, the prospective coach shall serve under the immediate supervision of a fully qualified temporary athletic team coach.

Authority cited:
Education Code 33031
Education Code 35179.5

Reference:
Education Code 33352
Education Code 35179.5

(Added by Register 88, No. 46.)

Title 5

Code of Regulations, Title 5

Chapter 6. Certified Personnel.Subchapter 2. Duties of Certificated and Noncertificated Personnel.Article 5. Duties of Temporary Athletic Team Coaches.Local Board Certification of Athletic Coaches.

T5 5594

At the first regular board meeting or within 30 days after selection of a temporary athletic team coach, whichever is sooner, the district superintendent shall certify to the local board of trustees that the provisions in section 5593 have been met. The board shall, by April 1 of each year, certify to the State Board of Education that the provisions of section 5593 have been met. Said certification form shall be prescribed by the California Department of Education.

Authority cited:

Education Code 33031

Education Code 35179.5

Reference:

Education Code 35179.5

(Amended by Register 2010, No. 52.)

CERTIFICATION 2017-2018
TEMPORARY ATHLETIC TEAM COACHES

TO STATE BOARD OF EDUCATION:

Title 5, California Code of Regulations Section 5594, requires:

By April 1 of each year, each local Governing School Board shall certify to the State Board of Education that the provisions of Section 5593 have been met.

LOCAL SCHOOL BOARD CERTIFICATION:

I hereby certify the school district has met the conditions set forth in Title 5, Sections 5593 and 5594.

President
Tracy Unified School District
Board of Trustees

Date

Return to: State Board of Education
 Department of Education
 721 Capitol Mall, Room 532
 Sacramento, CA 95814



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: February 21, 2018
SUBJECT: **Certify Corrective Actions to the 2016-17 Findings and Recommendations of the Independent Annual Financial Report**

BACKGROUND: The board was presented with the annual independent audit in January. The audit included one finding. Each year the Superintendent is required to certify that all corrective actions to the annual independent audit have been reviewed and filed by the district's Governing Board. The Superintendent is also required to assure that corrective procedures have been implemented and will be used in the ensuing years.

RATIONALE: The attached forms document the corrective actions to the audit findings.

FUNDING: None

RECOMMENDATION: Certify Corrective Actions to the 2016-17 Findings and Recommendations of the Independent Annual Financial Report.

Prepared by: Jill Carter, Director of School Business Support Services & Purchasing.



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: March 2, 2018
SUBJECT: **Certify 2017-2018 Fiscal Year Second Interim Report**

BACKGROUND: Education Code Section 42130 and 42131 require that the superintendent of each school district shall submit two reports to the governing board of the district during each fiscal year. The first report shall cover the financial and budgetary status of the district for the period ending October 31. The second report shall cover the period ending January 31. Both reports shall be approved by the district governing board no later than 45 days after the close of the period being reported. All reports required by this subdivision shall be in a format or on forms prescribed by the Superintendent of Public Instruction, and shall be based on standards and criteria for fiscal stability adopted by the State Board of Education pursuant to Section 33127. The reports, and supporting data, shall be maintained and made available by the school district for public review.

The governing board of each school district shall certify, in writing, within 45 days after the close of the period being reported, whether or not the school district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the subsequent fiscal year.

In addition to the AB1200 oversight responsibilities generated in 1992, additional oversight responsibilities were added in 2004 with AB2756 requiring the San Joaquin County Office of Education and the Tracy Unified School District board review the assumptions supporting the multiple year projections. These two levels of review are included with the Second Interim Report document.

2017-18 Labor negotiations have not been completed for either the Tracy Educator's Association (TEA) or the California School Employees Association (CSEA). In addition, it should be noted that the district has been experiencing declining enrollment of approximately 100 students per year.

Based on current assumptions, the Second Interim Report confirms a positive review in which the district will be able to meet current obligations for the current and two subsequent fiscal years.

FUNDING: The second interim report generates no cost. It is merely a reporting of all projected revenues and expenses in the current and next two fiscal years. This report and the actions required to implement the changes will ensure the district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the subsequent three fiscal years.

RECOMMENDATION: Certify 2017-2018 Fiscal Year Second Interim Report.

Prepared by: Dr. Casey Goodall, Associate Superintendent for Business Services



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: March 2, 2018
SUBJECT: Adopt Resolution No. 17-24 Approving an Increase in Statutory School Fees Imposed on New Residential and Commercial/Industrial Development Projects Pursuant to Education Code Section 17620

BACKGROUND: In January 1987, with the enactment of Chapters 887 and 888, Statutes of 1986, now Education Code Section 66000 and 66001, school district governing boards were given the authority to levy fees on both residential and commercial/industrial development in order to fund construction and reconstruction of school facilities necessitated by such development. In order to justify the residential and commercial/industrial School Fee level, the district's consultant, Cooperative Strategies (formerly Dolinka Group, LLC.) prepared two studies: 1) Residential Development School Fee Justification Study, and 2) Commercial/Industrial Development School Fee Justification Study ("Studies"). Both Studies established a nexus in the Tracy Unified School District between residential and commercial/industrial development and the (i) need for school facilities, (ii) the cost of school facilities, and (iii) the amount of statutory school fees per residential or commercial/industrial building square foot that may be levied for schools.

The Board has taken into consideration any public comments heard on the fees as justified in the Studies during the hearing period which opened on March 2, 2018 and closed on March 13, 2018.

RATIONALE: The Board heard an informational report on the Residential Development School Fee Justification Study, dated March 2, 2018; and, on the Commercial/Industrial Development School Fee Justification Study, dated March 2, 2018 ("Studies"). The Studies have been available for public review and comment at the school district office during the public comment period.

Due to the configuration of TUSD, two fee levels have been developed, one for the K-12 boundaries of the district which yields fees of \$3.79 per square foot of residential development and fees of \$0.61 per square foot of commercial/industrial construction; except for the self-storage category, where it is justified in levying a School Fee of \$0.066 per square foot. The fees for the K-8 feeder districts which are only responsible for mitigation of high school facilities are \$0.95 per square foot of residential development and fees of \$0.153 per square foot of commercial/industrial construction; except for the self-storage category, where it is justified in levying a School Fee of \$0.012 per square foot.

FUNDING: No funding implications.

Business Services Use Only

Approval:

Revision:

RECOMMENDATIONS: Adopt Resolution No. 17-24 Approving an Increase in Statutory School Fees Imposed on New Residential and Commercial/Industrial Development Projects Pursuant to Education Code Section 17620.

Prepared by: Bonny Carter, Director of Facilities & Planning

Business Services Use Only

Approval:

Revision:



**TRACY UNIFIED SCHOOL DISTRICT
RESOLUTION NO.17-24
RESOLUTION OF THE BOARD OF EDUCATION OF THE TRACY
UNIFIED SCHOOL DISTRICT TO INCREASE STATUTORY SCHOOL
FEES IMPOSED ON NEW RESIDENTIAL AND COMMERCIAL/
INDUSTRIAL DEVELOPMENT PROJECTS PURSUANT TO EDUCATION
CODE SECTION 17620**

WHEREAS, the Board of Education ("Board") of the Tracy Unified School District ("School District") provides for the educational needs for K-12 students within the City of Tracy, a portion of the City of Lathrop, (collectively, "Cities") and a portion of the unincorporated County of San Joaquin ("County"); and

WHEREAS, The State Allocation Board has taken action pursuant to Government Code Section 65995(b)(3), which authorizes school districts to increase statutory school fees to \$3.79 per square foot for assessable space of residential development and \$0.61 per square foot of chargeable covered and enclosed space for all categories of commercial/industrial development, as long as such statutory school fees are properly justified by the School District pursuant to law; and

WHEREAS, pursuant to Education Code Section 17623, the School District and its feeder school districts, Banta Elementary School District ("BESD"), Jefferson School District ("JSD"), and New Jerusalem Elementary School District ("NJESD"), have entered into an agreement whereby the School District is to receive twenty-five percent (25%) of the maximum fees permitted to be levied under Education Code Section 17620 and Government Code Section 65995; and

WHEREAS, new residential and commercial/industrial development continues to generate additional students for the School District's schools and the School District is required to provide school facilities ("School Facilities") to accommodate those students; and

WHEREAS, overcrowded schools within the School District have an impact on the School District's ability to provide an adequate quality education and negatively impacts the educational opportunities for the School District's students; and

WHEREAS, the School District does not have sufficient funds available for the construction or reconstruction of the School Facilities, including acquisition of sites, construction of permanent School Facilities, and acquisition of interim School Facilities, to accommodate students from new residential and commercial/industrial development; and

Business Services Use Only

Approval:

Revision:

WHEREAS, the Board of the School District has received and considered two studies entitled "Residential Development School Fee Justification Study for Tracy Unified School District" and "Commercial/Industrial Development School Fee Justification Study for Tracy Unified School District" ("Studies"), which Studies include information, documentation, and analysis of the School Facilities needs of the School District, including (a) the purpose of the Statutory School Fees, (b) the use to which the Statutory School Fees are to be put (c) the nexus (roughly proportional and reasonable relationship) between the residential and commercial/industrial development and (1) the use for Statutory School Fees, (2) the need for School Facilities, (3) the cost of School Facilities and the amount of Statutory School Fees from new residential and commercial/industrial development, (d) a determination of the impact of the increased number of employees anticipated to result from the commercial/industrial development (by category) upon the cost of providing School Facilities within the School District, (e) an evaluation and projection of the number of students that will be generated by new residential development, and (f) the new School Facilities that will be required to serve such students, and (g) the cost of such School Facilities; and

WHEREAS, said Studies pertaining to the Statutory School Fees and to the capital facilities needs of the School District were made available to the public as required by law before the Board considered at a regularly scheduled public meeting the Statutory School Fees; and

WHEREAS, all required notices of the proposed Statutory School Fees have been given; and

WHEREAS, a public hearing was held at a regularly scheduled meeting of the Board of the School District relating to the proposed Statutory School Fees; and

WHEREAS, Education Code Section 17621 provides that the adoption, increase or imposition of any fee, charge, dedication, or other requirement, pursuant to Education Code Section 17620 shall not be subject to Division 13 (commencing with Section 21000) of the Public Resources Code.

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE TRACY UNIFIED SCHOOL DISTRICT DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. That the Board accepts and adopts the Studies.

Section 2. That the Board finds that the purpose of the Statutory School Fees imposed upon new residential development is to fund the additional School Facilities required to serve the students generated by the new residential development upon which the Statutory School Fees are imposed.

Section 3. That the Board finds that the Statutory School Fees imposed on new residential development will be used only to finance those School Facilities described in the Study and related documents and that these School Facilities are required to serve the students generated by the new residential development within the School District; and that the use of the Statutory School Fees will include construction or acquisition of additional School Facilities, remodeling existing School Facilities to add additional classrooms, and technology, and acquiring and installing additional portable classrooms and related School Facilities, with the specific location of new schools, remodeling of existing School Facilities, and additional portables to be determined based on the residence of the students being generated by such new residential development, as well as any required central administrative and support facilities, within the School District.

Business Services Use Only

Approval:

Revision:

Section 4. That the Board finds that there is a roughly proportional, reasonable relationship between the use of the Statutory School Fees and the new residential development within the School District because the Statutory School Fees imposed on new residential development by this Resolution, will be used to fund School Facilities which will be used to serve the students generated by such new residential development.

Section 5. That the Board finds that there is a roughly proportional, reasonable relationship between the new residential development upon which the Statutory School Fees are imposed, and the need for additional School Facilities in the School District because new students will be generated from new residential development within the School District and there is not sufficient capacity in the existing School Facilities to accommodate all additional students.

Section 6. That the Board finds that the amount of the Statutory School Fees levied on new residential development as set forth in this Resolution is roughly proportional and reasonably related to, and does not exceed the cost of, providing the School Facilities required to serve the students generated by such new residential development within the School District.

Section 7. That the Board finds that the purpose of the Statutory School Fees imposed on new commercial/industrial development is to fund the additional School Facilities required to serve the students generated by the new commercial/industrial development upon which the Statutory School Fees are imposed.

Section 8. That the Board finds that the Statutory School Fees imposed on new commercial/ industrial development (by category) will be used only to finance those School Facilities described in the Studies and related documents and that these School Facilities are required to serve the students generated by such new commercial/industrial development; and that the use of the Statutory School Fees will include construction or acquisition of additional School Facilities, remodeling existing School Facilities to add additional classrooms and technology, and acquiring and installing additional portable classrooms and related facilities, with the specific location of new schools, remodeling of existing School Facilities, and additional portables to be determined based on the residence of the students being generated by such new commercial/industrial development, as well as any required central administrative and support facilities within the School District.

Section 9. That the Board finds that there is a roughly proportional, reasonable relationship between the use of the Statutory School Fees and new commercial/industrial development by category within the School District because the Statutory School Fees imposed on commercial/industrial development by this Resolution, will be used to fund School Facilities which will be used to serve the students generated by such new commercial/industrial development.

Section 10. That the Board finds that there is a roughly proportional, reasonable relationship between the new commercial/industrial development by category, upon which the Statutory School Fees are imposed, and the need for additional School Facilities in the School District because new students will be generated from new commercial/industrial development within the School District and the School District does not have sufficient student capacity in the existing School Facilities to accommodate these students.

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Revision:

Section 11. That the Board finds that the amount of the Statutory School Fees levied on new commercial/industrial development by category as set forth in this Resolution is roughly proportional and reasonably related to and does not exceed the cost of providing the School Facilities required to serve the students generated by such new commercial/industrial development within the School District.

Section 12. That the Board finds that a separate account has been established for the deposit of Statutory School Fees imposed on residential and commercial/industrial development and that said account has at all times since been separately maintained, except for temporary investments, from other funds of the School District.

Section 13. That the Board finds that the funds of the account, described in Section 12, consisting of the proceeds of Statutory School Fees have been imposed for the purposes of constructing and reconstructing those School Facilities necessitated by new residential and commercial/industrial development, and thus, these funds may be expended for those purposes. The Statutory School Fees may also be expended by the School District for the costs of performing any study or otherwise making the findings and determinations required under subdivisions (a), (b), and (d) of Section 66001 of the Government Code. In addition, the School District may also retain, as appropriate, an amount not to exceed in any fiscal year, three percent (3%) of the fees collected in that fiscal year pursuant to Education Code Section 17620 for reimbursement of the administrative costs incurred by the School District in collecting the Statutory School Fees.

Section 14. That the Board hereby increases the Statutory School Fees as a condition of approval of new residential development projects and imposes the Statutory School Fees on such development projects in the following amounts:

- A. \$3.79 per square foot of assessable space for new residential development within the portion of the School District serving grades K-12, and \$0.95 per square foot of assessable space for new residential development within the portion of the School District serving BESD, JSD, and NJESD, including new residential projects, manufactured homes and mobile homes as authorized under Education Code Section 17625, and including residential construction other than new construction where such construction results in an increase of assessable space, as defined in Government Code Section 65995, in excess of 500 square feet. However, these amounts shall not be imposed on any development project used exclusively for housing senior citizens, as described in Civil Code Section 51.3, or as described in Subdivision J of Section 1569.2 of the Health and Safety Code or paragraph 9 of subdivision (d) of Section 15432 of the Government Code or any mobile home or manufactured home that is located within a mobile home park, subdivision, cooperative or condominium for mobile homes limited to older persons as defined by the Federal Fair Housing Amendments of 1988.
- B. \$0.61 per square foot of assessable space for the portion of the School District serving grades K-12 and \$0.153 per square foot of assessable space for the portion of the School District serving BESD, JSD, and NJESD for new residential development used exclusively for the housing of senior citizens, as described in Section 51.3 of the Civil Code or as described in subdivision J of Section 1569 of

Business Services Use Only

Approval:

Revision:

the Health and Safety Code or paragraph 9 of subdivision (d) of Section 15432 of the Government Code or any mobile home or manufactured home that is located within a mobile home park, subdivision, cooperative or condominium for mobile homes limited to older persons as defined by the Federal Fair Housing Amendments of 1988.

Section 15. That this Board hereby increases the Statutory School Fees as a condition of approval of new commercial/industrial development projects and levies the Statutory School Fees on such development projects in the following amounts per square foot of chargeable covered and enclosed space for the following categories of commercial/industrial development:

	K-12 Portion	BESD, JSD, and NJESD
Retail and Services	\$0.61	\$0.153
Office	\$0.61	\$0.153
Research and Development	\$0.61	\$0.153
Industrial/Warehouse/Manufacturing	\$0.61	\$0.153
Hospital	\$0.61	\$0.153
Hotel/Motel	\$0.61	\$0.153
Self-Storage	\$0.066	\$0.012

Section 16. That the proceeds of the Statutory School Fees established pursuant to this Resolution shall continue to be deposited into that account identified in Section 12 of this Resolution, the proceeds of which shall be used exclusively for the purpose for which the Statutory School Fees are to be collected, including accomplishing any study, findings or determinations required by subdivisions (a), (b) and (d) of Section 66001 of the Government Code or retaining an amount not to exceed in any fiscal year, three percent (3%) of the fees collected in that fiscal year pursuant to Education Code Section 17620 for reimbursement of the administrative costs incurred by the School District in collecting the Statutory School Fees or in financing the described Study or in defending the imposition of Statutory School Fees.

Section 17. That the Superintendent, or his designee, is directed to cause a copy of this Resolution to be delivered to the building official of the Cities and County within the School District's boundaries and the Office of Statewide Health Planning and Development ("OSHDP") along with a copy of all the supporting documentation referenced herein and a map of the School District clearly indicating the boundaries thereof, advising the Cities, County and OSHPD that new residential and commercial/industrial development is subject to the Statutory School Fees readopted pursuant to this Resolution and requesting that no building permit or approval for occupancy be issued by any of these entities for any new residential development project, mobile home or manufactured home subject to the Statutory School Fees absent a certification from this School District of compliance of such project with the requirements of the Statutory School Fees, nor that any building permit be issued for any non-residential development absent a certification from this School District of compliance with the requirements of the applicable Statutory School Fees.

Business Services Use Only
Approval:
Revision:

Section 18. That the Board hereby establishes a process that permits the party against whom the commercial/industrial Statutory School Fees are imposed, the opportunity for a hearing to appeal that imposition of Statutory School Fees for commercial/industrial development as required by Education Code Section 17621(e)(2). The appeal process is as follows:

- A. Within ten (10) calendar days of being notified, in writing, (by personal delivery or deposit in the U.S. Mail) of the commercial/industrial Statutory School Fees to be imposed or paying the commercial/industrial Statutory School Fees, pursuant to Education Code Section 17620, a party shall file a written request for a hearing regarding the imposition of commercial/industrial Statutory School Fees. The party shall state in the written request the grounds for opposing the imposition of commercial/industrial Statutory School Fees and said written request shall be served by personal delivery or certified or registered mail to the Superintendent of the School District.
- B. The possible grounds for that appeal include, but are not limited to, the inaccuracy of including the project within the category pursuant to which the commercial/industrial Statutory School Fees are to be imposed, or that the employee generation or pupil generation factors utilized under the applicable category are inaccurate as applied to the project.
- C. Within ten (10) calendar days of receipt of the written request for a hearing regarding the imposition of commercial/industrial Statutory School Fees, the Superintendent of the School District, or his designee, shall give notice in writing of the date, place and time of the hearing to the party appealing the imposition of commercial/industrial Statutory School Fees. The Superintendent, or his designee, shall schedule and conduct said hearing within thirty (30) calendar days of receipt of the written request. The Superintendent, or his designee, shall render a written decision within ten (10) days following the hearing on the party's appeal and serve it by certified or registered mail to the last known address of the party.
- D. The party against whom the commercial/industrial Statutory School Fees are imposed may appeal the Superintendent's, or his designee's, decision to the Board of the School District.
- E. The party appealing the Superintendent's, or his designee's decision, shall state in the written appeal the grounds for opposing the imposition of the commercial/industrial Statutory School Fees and said written appeal shall be served by personal delivery or certified or registered mail to the Superintendent of the School District.
- F. The possible grounds for that appeal to the Board of the School District include, but are not limited to, the inaccuracy of including the project within the category pursuant to which the commercial/industrial Statutory School Fees are to be imposed, or that the employee generation or pupil generation factors utilized under the applicable category are inaccurate as applied to the project.

Business Services Use Only

Approval:

Revision:

- G. Within ten (10) calendar days of receipt of the written request for a hearing regarding the imposition of commercial/industrial Statutory School Fees, the Superintendent of the School District, or his designee, shall give notice in writing of the date, place and time of the hearing to the party appealing the imposition of commercial/industrial Statutory School Fees. The Board of the School District shall schedule and conduct said hearing at the next regular meeting of the Board, provided that the party is given notice at least five (5) working days prior to the regular meeting of the Board. The Board shall render a written decision within ten (10) days following the hearing on the party's appeal and serve the decision by certified or registered mail to the last known address of the party.
- H. The party appealing the imposition of the commercial/industrial Statutory School Fees shall bear the burden of establishing that the commercial/industrial Statutory School Fees are improper.

Section 19. That the Superintendent is authorized to cause a certificate of compliance to be issued for each development project, mobile home and manufactured home for which there is compliance with the requirement for payment of the Statutory School Fees in the amount specified by this Resolution. In the event a certificate of compliance is issued for the payment of Statutory School Fees for a development project, mobile home or manufactured home and it is later determined that the statement or other representation made by an authorized party concerning the development project as to square footage is untrue, then such certificate shall automatically terminate, and the appropriate City shall be so notified.

Section 20. That no statement or provision set forth in this Resolution, or referred to therein shall be construed to repeal any preexisting fee previously imposed by the School District on any residential or nonresidential development.

Section 21. That the School District's Statutory School Fees will become effective sixty (60) days from the date of this Resolution unless a separate resolution increasing the fees immediately on an urgency basis is adopted by the Board.

APPROVED, PASSED AND ADOPTED this 13th day of March, 2018 by the Board of Trustees of the Tracy Unified School District, by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

**President
Board of Trustees
Tracy Unified School District**

**Clerk
Board of Trustees
Tracy Unified School District**

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Revision:

I, _____, do hereby certify that the foregoing Resolution No. 17-24 was adopted by the Board of Education of the Tracy Unified School District at a meeting of said Board held on the 13th day of March, 2018, and that it was so adopted by the following vote:

**Clerk of the Board of Education of the
Tracy Unified School District**

Business Services Use Only

Approval:

Revision:



BUSINESS SERVICES MEMORANDUM

TO: Board of Education
FROM: Brian Stephens, Superintendent
DATE: March 2 2018
SUBJECT: **Approve Revision to Business and Noninstructional Board Policy BP 1230 and Acknowledge Revision to Administrative Regulation AR 1230 School-Connected Organizations (First Reading)**

BACKGROUND: Multiple incidents have occurred during recent years, in which weak oversight and internal control procedures have led to significant losses of money earned by school-connected organizations, such as parent and booster clubs. In an attempt to improve oversight in those organizations, the district instituted a requirement that each school-connected organization submit a budget prior to being allowed to claim their activities associated with a particular school. While some school-connected organizations complied with the new requirement, others did not. Some organizations have continued to freely operate without district approval. Some organizations still do not consistently provide records of receipts and expenditures, nor provide a monthly reconciliation of bank statements.

RATIONALE: Board Policy 1230, Community Support Organizations, was most recently updated in December of 2009. Administrative Regulation 1230 Community Support Organizations was last revised in September of 1997. Proposed revisions of both are attached, and are based on best practice recommendations from the California School Boards Administration (CSBA) and the Fiscal Crisis Management and Assistance Team (FCMAT). Both are intended to increase oversight and internal controls without limiting the ability of the organizations to operate.

FUNDING: Not Applicable.

RECOMMENDATION: Approve Revision to Business and Noninstructional Board Policy BP 1230 and Acknowledge Revision to Administrative Regulation AR 1230 School-Connected Organizations (First Reading).

Prepared by: Casey Goodall, Ed.D., Associated Superintendent for Business Services

School-Connected Organizations

The Governing Board recognizes that parents/guardians and community members may wish to organize parent-teacher organizations and/or booster clubs for the purpose of supporting the district's educational and extracurricular programs, including classroom activities, athletic teams, debate teams, and musical groups. The Board appreciates the contributions made by such organizations toward the Board's vision for student learning and for providing all district students with high-quality educational opportunities. A school-connected organization shall consult with the principal or other site representative to determine school needs and priorities.

(cf. 0200 - Goals for the School District)

(cf. 6020 - Parent Involvement)

Parent clubs, booster clubs, and other school-connected organizations are separate legal entities from the district and thus are not under the control or the responsibility of district personnel. Each school-connected organization shall be subject to its own bylaws and operational procedures or to the rules or bylaws of its affiliated state or national organization, as applicable. However, Education Code 51521 states that no person shall solicit any other person to contribute to any fund or to purchase any item of personal property, upon the representation that the money received is to be used wholly or in part for the benefit of any public school or the student body of any public school, unless such person obtains the prior written approval of either the governing board of the school district in which such solicitation is to be made or the governing board of the school district having jurisdiction over the school or student body represented to be benefited by such solicitation, or the designee of either of such boards. To aid the Board in compliance with this requirement and with fulfilling its legal and fiduciary responsibilities of managing district operations, any group wishing to operate a school-connected organization that will conduct fund-raising activity to benefit a school or its students shall submit a written application each school year to the site administration, who shall recommend approval or denial, and forward the application to the School Board for final approval. The request for this authorization shall contain:

1. The name of the organization (initial or renewal).
2. The school site or program name.
3. The date of the application.
4. Parent organization/booster club official mailing address.
5. The names, addresses and phone numbers of all officers.
6. A declaration that the organization is a tax-exempt organization (provide tax exemption documentation, including Federal tax I. D. number, if applicable).
7. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds.
8. A brief description of the organization's purpose, and a list of specific annual objectives.
9. Constitution, bylaws, rules, and procedures under which the organization will operate.
10. Evidence of adequate liability insurance for sponsored events or activities, as required by Education Code 38134. The insurance documents must include a certificate of insurance with an endorsement naming TUSD as additional insured.
11. A statement of how the organization intends to use any money remaining at the end of the

School-Connected Organizations

- year if the organization is not continued or authorized to continue in the future.
12. The signature of a site administrator, and his or her recommendation for approval or denial of the application.

School-connected organizations automatically grant the district the right to audit their financial records at any time, either by district personnel or by a public accountant. An annual financial report, signed and certified by an authorized agent of the organization shall be submitted and filed with the Superintendent from each community-connected organization by August 15.

Authorizations granted under this policy shall be valid for up to one year. However, when deemed necessary by the Board, the Superintendent, or designee, the authorization for a school-connected organization to conduct activities in the district may be revoked at any time. Requests for subsequent authorizations shall be presented to the principal annually, together with an annual financial statement showing all expenditures and all income from fund-raisers.

Any program, fund-raiser or other activity sponsored by school-connected organizations shall be authorized and conducted according to Board policy, administrative regulations and school rules. For example, food sales by outside organizations must not compete with the district's school nutrition program and must comply with state and/or federal nutritional standards (Education Code 49431-49431.7; 5 CCR 15500-15501, 15575-15578; 7 CFR 210.11, 220.12). Any participation in fund-raising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary (Education Code 49011). Also, the Governing Board is responsible for ensuring that the district's athletic program provides equivalent opportunities for both males and females. Booster club activities must be included in the district's analysis of the equivalent opportunities provided by each school.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 3290 - Gifts, Grants and Bequests)
- (cf. 3554 - Other Food Sales)
- (cf. 5030 - Student Wellness)
- (cf. 6145 - Extracurricular and Co-curricular Activities)
- (cf. 6145.2 - Athletic Competition)
- (cf. 1321 - Solicitation of Funds from and by Students)
- (cf. 1330 - Use of School Facilities)
- (cf. 3452 - Student Activity Funds)
- (cf. 3260 - Fees and Charges)

Legal Reference:

EDUCATION CODE

- 200-262.4 Prohibition of discrimination on the basis of sex
- 35160 Authority of governing boards

School-Connected Organizations

38130-38138 Civic Center Act, use of school property for public purposes
48931 Authorization for sale of food by student organization
48932 Authorization for fund-raising activities by student organization
49011 Student fees
49431-49431.7 Nutritional standards
51520 Prohibited solicitation on school premises
51521 Fund-raising project

BUSINESS AND PROFESSIONS CODE

17510-17510.95 Solicitations for charitable purposes
25608 Alcohol on school property; use in connection with instruction

GOVERNMENT CODE

12580-12599.7 Fundraisers for Charitable Purposes Act

PENAL CODE

319-329 Lottery, raffle

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs
15500 Food sales in elementary schools
15501 Food sales in high schools and junior high schools
15575-15578 Requirements for foods and beverages outside the federal meals program

CODE OF REGULATIONS, TITLE 11

300-312.1 Fund-raising for charitable purposes

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

CODE OF FEDERAL REGULATIONS, TITLE 7

210.11 Competitive food services
220.12 Competitive food services

COURT DECISIONS

Serrano v. Priest, (1976) 18 Cal. 3d 728

Management Resources:

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

2015 ASB Accounting Manual, Fraud Prevention Guide and Desk Reference

WEB SITES

School-Connected Organizations

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

California Office of the Attorney General, charitable trust registry:

<http://caag.state.ca.us/charities>

California State PTA: <http://www.capta.org>

Fiscal Crisis and Management Assistance Team (FCMAT); <http://www.fcmat.org>

TUSD Adopted: 9/23/97; Revised 12/08/09; Revised: _____.

School-Connected Organizations

Although school-connected organizations are separate legal entities and in some cases may be subject to the financial policies and bylaws of a state or national organization, districts have the authority to approve school-connected organization to operate within the district or a district school or to claim that proceeds from their fund-raising activities will benefit schools within a school district. Therefore, school-connected organizations that intend to conduct fund-raising activity to benefit a school or its students shall submit a written application each school year to the site administration, who shall recommend approval or denial, and forward the application to the School Board for final approval.

Authorization, Denial, Revocation, and Reauthorization

The request for initial authorization or reauthorization shall be **submitted to the site principal no later than May 10th** of the year prior to planned activities, and must contain:

1. The name of the organization (initial or renewal).
2. The school site or program name.
3. The date of the application.
4. Parent organization/booster club official mailing address.
5. The names, addresses and phone numbers of all officers.
6. A declaration that the organization is a tax-exempt organization (provide tax exemption documentation, including Federal tax I. D. number, if applicable).
7. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds.
8. A brief description of the organization's purpose, and a list of specific annual objectives.
9. Constitution, bylaws, rules, and procedures under which the organization will operate, including:
 - a. Written procedures for maintaining the organization's finances,
 - b. Size and composition of executive board or council,
 - c. Number, term, eligibility, and duties of officers,
 - d. Procedures for electing, removing, and replacing officers,
 - e. Procedures for regular membership meetings, including frequency of general meetings, notification, agenda, and quorum,
 - f. Procedures for approving fund-raising activities and expenditures
 - g. Provisions for a periodic audit of the organization's financial statements, and
 - h. Written statement that the group will not engage in unlawful discrimination as required by Education Code 200; Government Code 11135; Code of Regulations, Title 5 4900-4965; and United States Code, Title 20 1681-1688.
10. Evidence of adequate liability insurance for sponsored events or activities, as required by Education Code 38134. The insurance documents must include a certificate of insurance with an endorsement naming TUSD as additional insured.
11. A statement of how the organization intends to use any money remaining at the end of the year if the organization is not continued or authorized to continue in the future.
12. The signature of a site administrator, and his or her recommendation for approval or denial of the application.

School-Connected Organizations

If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present his/her recommendation to the governing board for approval.

School-connected organizations automatically grant the district the right to audit their financial records at any time, either by district personnel or by a public accountant. An **annual financial report summarizing completed activities**, signed and certified by an authorized agent of the organization shall be **submitted and filed with the Superintendent from each school-connected organization by August 15**.

Authorizations granted under this policy shall be valid for up to one year. However, when deemed necessary by the Board, the Superintendent, or designee, the authorization for a school-connected organization to conduct activities in the district may be revoked at any time. Requests for subsequent authorizations shall be presented to the principal annually, together with an annual financial statement showing all expenditures and all income from fund-raisers.

Rules

Each school-connected organization shall abide by the following rules:

1. The organization shall not act as an agent of the district or school.
2. The organization shall not use the district's tax-exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.
3. The organization shall use a separate name and logo (if used). Any use of a name or logo affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee.
4. Funds of the school-connected organization shall be deposited into an account established specifically for its own use, and shall not be co-mingled with district funds, including associated student body funds.
5. The organization shall not hire or directly pay any district employee. If a school-connected organization wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district's personnel department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for school-connected organizations during nonworking hours.
6. When a school-connected organization wishes to donate to a school site or its Associated Student Body (ASB), and if the value of the donation is equal to or greater than \$500, the donation must be submitted to the School District governing board. A completed district donation form must be forwarded to the Secretary to the Associate Superintendent of Business Services along with the donation. If requested, the Secretary to the Associate Superintendent of Business Services will provide the organization with a copy of the donation form as well as the board policy regarding gifts, grants, and bequests.

Cash donations are preferred when the organization intends to purchase supplies or

School-Connected Organizations

equipment. The purchase will be handled through the district or ASB purchasing system by a district-designated individual who is authorized to spend the funds, with the site administrator's approval.

Direct donations of books, instructional materials, furniture or equipment shall be accepted only if they meet regular district criteria. The same \$500 limit for governing board approval applies. After acceptance, the Director of School Business Support Services and Purchasing will coordinate any marking, inventory or distribution needs with the district warehouse. All items requiring marking must be delivered to the warehouse for handling. Items will not be picked up or marked at the site.

The use of any item or funds donated by a school-connected organization becomes the property of the District and will be used at the discretion of the District in accordance with District policy. It is the intent of the District that items donated to a specific site will be used at that site.

Internal Control and Fiscal Management Procedures

Each school-connected organization shall abide by the following internal control and fiscal management procedures.

1. As part of the annual application process, include an annual budget that includes carefully developed estimates of proposed income-producing activities for the year, as well as proposed expenditures for the year.
 - a. This allows the organization to determine if it will raise enough funds during the year to cover the anticipated costs.
 - b. It also allows the principal to monitor fund-raising activities and monitor donations and other expenditures.
 - c. Fund-raising activities should be conducted for a specific goal and not simply to raise money for the organization. All fund-raising activities conducted on school premises or associated with the school's name must adhere to the guidelines established by the board of education in this administrative regulation and other best practices.
2. The treasurer or designated officer must prepare monthly financial statements and present said statements to the organization and to the Director of School Business Support Services and Purchasing with a copy of the most current bank statement and reconciliation. Financial statements must include cash receipts, cancelled checks, checking account beginning and ending balances, and bank reconciliation. The financial statements may also include balance sheets, income statements and other relevant items.
 - a. **Authorization to operate as a school-connected organization shall be automatically revoked for any organization that fails to submit financial statements to the principal and the school district representative on two or more consecutive months. A list of authorized school-connected organizations shall be made public each month at a regularly scheduled school board meeting.**

School-Connected Organizations

3. All expenditures must be approved by the board of the school-connected organization and the approval note in the board meeting minutes. Checks must require a minimum of two signatures.

TUSD Adopted: 9/23/97; Revised _____.



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent for Human Resources
DATE: February 28, 2018
SUBJECT: **Approve Revised Job Descriptions for Director of Continuous Improvement, State and Federal Programs and Director of Assessment and Accountability**

BACKGROUND: The District continues the process of updating job descriptions to ensure that they accurately reflect current essential functions of the position, district requirements and any Federal or California Department of Education requirements. In addition, the Human Resources Department has established as one of its priorities, to review and revise outdated job descriptions.

RATIONALE: This agenda item meets District Strategic Goal #2: Hire, support, develop, train, and sustain district employees who create a singleness of purpose focused on maximizing students' academic, social, and emotional potential; and District Strategic Goal #3: Apply fiscal, operational and community resources to ensure a safe learning environment that supports staff and student goals.

FUNDING: No change in funding

RECOMMENDATION: Approve Revised Job Descriptions for Director of Continuous Improvement, State and Federal Programs and Director of Assessment and Accountability

Prepared by: Tammy Jalique, Associate Superintendent for Human Resources

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Director of ~~Alternative Programs~~ **Continuous Improvement, State and Federal Programs**

DEPARTMENT: Educational Services

POSITION SUMMARY:

The Director of **Continuous Improvement, State and Federal Programs**, under the supervision of the Associate Superintendent for Educational Services, provides leadership, supervision and direction to all of the Alternative Education Programs, most State and Federal categorical programs **and the District English Language Learner Program.**

ESSENTIAL FUNCTIONS:

1. Builds an effective plan and process for implementing, developing and evaluating year-round education, ~~charter schools~~, and academic interventions.
2. Gives guidance to site and District personnel in identifying, planning, developing and implementing alternative programs.
3. Develops policies, administrative regulations and guidelines for all alternative programs.
4. Develops contacts with state and national organizations for the purpose of enhancing and improving local programs.
5. Coordinates and provides the necessary in-service for staff to implement targeted programs.
6. Participates in curriculum development, facility planning, personnel and budget functions, and task forces that will enhance the District's ~~alternative~~ **state and federal** programs.
7. Serves as chief spokesperson for the District on ~~alternative~~ **state and federal** programs.
8. Evaluates the effectiveness of the various ~~alternative~~ **state and federal** programs, and makes program modifications, additions and deletions as appropriate.
9. Assists in functions and services in the Educational Services Division as deemed necessary.
10. Coordinates the activities to identify and apply for funding sources to support alternative programs.
11. Establishes and maintains appropriate community and parent advisory groups for the purpose of obtaining input and feedback regarding alternative programs.
12. Directs and evaluates state and federal projects including those funded through ~~Improving America's School Act~~ **Every Student Succeeds Act (ESSA)**, and ~~other~~ state programs such as ~~School Improvement, Economic Impact Aid~~ and other funding sources.
13. Develops, directs, coordinates and evaluates the District's Local Control Accountability Plan (LCAP). Assists in developing, coordinating and evaluating the District's Smarter School work spending.
14. Develops, directs, coordinates and evaluates **early childhood education programs, including** Pre-School Programs and Transitional Kindergarten.
15. Coordinates and provides reports on project financial data and prepares final claim forms.
16. Meets with local advisory groups to discuss project applications and requirements.
17. Assists with development of K-12 curriculum including coordination of the District's

Curriculum Committees.

18. Receives and investigates parent complaints and processes appeals related to student progress and placement.
19. Supervises, directs and maintains the District Instructional Minutes requirements and the District Instructional Calendars.
20. Develops, directs and coordinates the Foster and Homeless Youth programs.
21. **Provides leadership and assistance to site and District personnel in identifying, planning, developing and implementing continuous improvement processes.**
22. **Directs, develops, implements, evaluates and establishes Programs and services for English-Learners District-wide.**
23. **Evaluates and supervises the English Language Learning Specialist.**
24. **Evaluates and supervises the Long Term English Learner Counselor.**
25. **Meets with local advisory groups to discuss project applications and requirements related to English Learners.**
26. Performs other related duties as assigned.
27. Maintains regular and prompt attendance in the workplace

EDUCATION AND EXPERIENCE: Ability to provide and carry out oral and written directions in English, to read and speak at a level sufficient to fulfill the duties described. Masters Degree and valid Administrative Services credential are required; Doctorate is preferred. Successful experience in the field of education, school budgeting and alternative programs, including year round education preferred.

Knowledge and experience of English language learner programs and services.

Possession of an appropriate California driver's license; have willingness and ability to travel throughout the District.

SKILLS AND QUALIFICATIONS:

1. Knowledge of business and management principals involved in strategic planning, **continuous improvement processes, and** resource allocation. ~~human resource modeling and leadership technique.~~
2. Knowledge of operating policies, rules and procedures of the school district.
3. Ability to maintain cooperative working relationships with those contacted in the course of **work; apply strong communication skills both orally and in writing, and maintain confidentiality.**
- ~~4. Ability to communicate effectively, both orally and in writing.~~
4. Ability to prepare comprehensive reports.
5. Knowledge of State and Federal categorical programs
6. **Knowledge of English Language Learner programs and services.**
7. Ability to select and manage classified **and certificated** staff with skills and abilities that match school **and district** needs and enhance program effectiveness.
8. Ability to apply quality management tools to organizational data and make process improvement changes.
- ~~9. Strong interpersonal skills.~~
9. **Ability to apply effective leadership skills.**

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time.
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 25 lbs. at shoulder height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District and site staff, and the public. **In addition, the Director of Continuous Improvement, State and Federal Programs may perform duties and responsibilities that occur outside the school campus and District Office for related activities and events, including off-site meetings and/or trainings.**

SALARY: Leadership/Management Salary Range 58

DAYS OF SERVICE: 225 days

Board Approved: TUSD 12/12/00

Revised: TUSD 11/08/05, 06/13/17, **03/13/18**

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Director of ~~Curriculum Assessment and Accountability and Continuous Improvement~~

DEPARTMENT: Educational Services

POSITION SUMMARY:

The Director of ~~Curriculum, Accountability and Continuous Improvement~~ **Assessment and Accountability** under the supervision of the Assistant **Associate** Superintendent for Educational Services, provides leadership and supervision of the K-12 **assessment and accountability requirements** ~~curriculum and instructional programs.~~

ESSENTIAL FUNCTIONS:

1. Directs, develops, implements, evaluates and establishes standards of achievement and District-wide assessment programs and **data storage**/reporting systems.
2. **Monitors data in District data storage/reporting systems for accuracy and works with school sites/other district departments to correct errors (e.g. state/district assessment data; English learner records).**
3. Provides leadership and assistance to site and District personnel in identifying, planning, developing and implementing continuous improvement processes.
4. Assists school sites in developing School Plans by providing all current ~~achievement~~ data.
5. Coordinates and provides reports on project financial data and prepares final claim forms.
6. Evaluates and supervises the Assessment Specialist.
7. ~~Evaluates and supervises the English Language Learner Program Specialist.~~
8. **Evaluates the Translator/Interpreter Specialist.**
9. **Evaluates the Program Specialist for Native Americans.**
10. Meets with local advisory groups to discuss project applications and requirements.
11. Serves as the liaison representative in the field of ~~instruction~~ **assessment and accountability** with the Federal, State, Regional and County offices.
12. Assists in interpreting the instructional programs **and assessment & accountability data**, to the community.
13. Plans, organizes, directs and supervises the administrative systems for the Office of ~~Curriculum Assessment and Accountability and Continuous Improvement~~
14. Assists in the determination of the educational needs and the goals of the community and the school district.
15. Assists with development of Pre-K-12 curriculum including coordination of the District's Curriculum committees.
16. Develops policies, administrative regulations and guidelines for all programs under the direction of the Office of ~~Curriculum Assessment and Accountability and Continuous Improvement~~
17. Develops contacts with state and national organizations for the purpose of enhancing and improving ~~local programs~~ **assessment and accountability processes.**

18. **Coordinates collection and submission of data and other records for state and federal agencies (e.g. Civil Rights Data Collection, Federal Program Monitoring)**
19. Coordinates and provides the necessary in-service for staff to implement ~~targeted programs~~ **assessments and analyze data.**
20. Participates in curriculum development, facility planning, personnel and budget functions, and task forces that will enhance the District's educational programs.
21. Serves as chief spokesperson for the District on ~~continuous improvement efforts~~ **assessment and accountability.**
22. Evaluates the effectiveness of the various educational programs under the direction of the Office of ~~Curriculum~~ **Assessment and Accountability** and ~~Continuous Improvement~~ and makes program modifications, additions and deletions as appropriate.
23. Assists in functions and services in the Educational Services Division as deemed necessary.
24. Coordinates the activities to identify and apply for funding sources to support the office functions of the Director of ~~Curriculum~~ **Assessment and Accountability** and ~~Continuous Improvement~~
25. Receives and investigates parent complaints, Uniform Complaint Procedures **related to instructional materials and facilities under the Williams Compliance regulations**, and processes appeals related to student progress and placement.
26. **Builds an effective plan and process of developing, implementing, monitoring and evaluating District Summer School Programs Pre-K-12 and Adult School.**
27. **Builds an effective plan and process for implementing, developing, monitoring and evaluating Charter Schools.**
28. Maintains regular and prompt attendance in the workplace.
29. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE: Ability to provide and carry out oral and written directions in English, to read and speak at a level sufficient to fulfill the duties described. Masters Degree and valid Administrative Services credential are required; Doctorate preferred. Successful experience as a school or district administrator with experience in developing and implementing education programs for students in K-12 including school budgeting. **Knowledge and experience of assessments and accountability measures.** Possession of an appropriate California driver's license; have willingness and ability to travel throughout the District.

SKILLS AND QUALIFICATIONS:

1. Knowledge of business and management principles involved in strategic planning, resource allocation, **and using assessment data to monitor and measure student achievement.** ~~human resource modeling and leadership technique.~~
2. Knowledge of operating policies, rules and procedures of the school district.
3. Ability to maintain cooperative working relationships with those contacted in the course of work; **apply strong communication skills both orally and in writing, and maintain confidentiality.**
4. **Ability to apply effective leadership skills.**
5. ~~Ability to communicate effectively, both orally and in writing.~~
6. Ability to prepare comprehensive reports.

7. Knowledge of **Assessment, Data Management, and** Continuous Improvement processes.
8. Ability to select and manage classified **and certificated** staff with skills and abilities that match school needs and enhance program effectiveness.
9. Ability to apply quality management tools to organizational data and make process improvement changes.
- ~~10. Strong interpersonal skills.~~
- 11. Knowledge and experience of assessments and accountability measures.**

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
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8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 25 lbs. at shoulder height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District and site staff, and the public. **In addition, the Director of Assessment and Accountability may perform duties and responsibilities that occur outside the school campus and District Office for related activities and events, including off-site meetings and/or trainings.**

SALARY: Leadership/Management Salary Range 58

DAYS OF SERVICE: 225 days

Board Approved: TUSD 12/12/00
 Revised: TUSD 03/28/06
 Revised (salary only): TUSD 8/25/15, 11/8/16
 Revised: **TUSD 3/13/18**



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent for Human Resources
DATE: February 28, 2018
SUBJECT: **Approve Variable Term Waiver for Uttara Makker - Education Specialist Early Childhood Special Education**

BACKGROUND: Variable term waivers are issued to employers who meet the waiver criteria when a fully credentialed teacher is not available for the assignment. It allows the employer to fill the assignment while searching for a fully credentialed teacher in the subject area of the assignment and gives the waiver holder additional time to complete the requirements.

RATIONALE: Due to an increase in enrollment in our Special Education Preschool classes and the lack of fully qualified applicants, Tracy Unified School District has determined the need for a Variable Term Waiver for this Special Education Preschool position.

FUNDING: There is no cost to the District.

RECOMMENDATION: Approve Variable Term Waiver for Uttara Makker- Education Specialist Early Childhood Special Education

Prepared by: Tammy Jalique, Associate Superintendent for Human Resources.

**BEFORE THE BOARD OF TRUSTEES
TRACY UNIFIED SCHOOL DISTRICT
COUNTY OF SAN JOAQUIN
STATE OF CALIFORNIA**

DECLARATION

The Governing Board of Tracy Unified School District declares that the District has elected to request a Variable Term Waiver while the individual below works on completing the requirements to obtain her Education Specialist Credential in Early Childhood Special Education. The individual will be provided orientation, guidance and assistance during the valid period of the permit.

Uttara Makker- Wanda Hirsch Elementary Special Education Preschool

AYES:

NOES:

ABSTAIN:

ABSENT:

Board President

Date: _____

ATTEST:

Board Vice President

Date: _____



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent for Human Resources
DATE: March 2, 2018
SUBJECT: **Approve the Creation of a Library Technician Substitute List**

BACKGROUND: The District currently utilizes Classified Substitutes from the Clerical Substitute list to substitute the Library Technician positions when our current library staff are absent or to fill a vacancy while we are hiring to fill a Library Technician position. The skills set for this position, however, is different than that of a clerical substitute due to the tasks performed by a Library Technician.

RATIONALE: In order to provide better service to the staff and students of Tracy Unified, the District will create a Classified Substitute Library Technician List with substitutes that have the skill set to perform the duties contained in the Library Technician job description. Library Technician Substitutes would be paid at step A of the Library Technician classification on the salary schedule in the CSEA Master Agreement.

FUNDING: Classified Substitute account, General Fund

RECOMMENDATION: Approve the Creation of Library Technician Substitute list.

Prepared by: Tammy Jalique, Associate Superintendent for Human Resources.



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent for Human Resources
DATE: March 2, 2018
SUBJECT: Acknowledge Receipt of CSEA's Sunshine Proposal for the 2017-2018 School Year

BACKGROUND: The three-year Master Agreement between the California School Employees Association (CSEA) and the Tracy Unified School District (TUSD) expires on June 30, 2018. CSEA is requesting to meet and negotiate a successor Master Agreement with the District as stated in the attached letter.

This agenda item aligns with Strategic Goal #2: Hire, support, develop, train, and sustain district employees who create a singleness of purpose focused on maximizing students' academic, social, and emotional potential.

FUNDING: N/A

RECOMMENDATION: Acknowledge Receipt of CSEA's Sunshine Proposal for the 2017-2018 School Year.

Prepared by: Tammy Jalique, Associate Superintendent for Human Resources



California School Employees Association

610 Contract Review Form

Date: 2-27-18

Chapter Name & Number: Tracy #98

Employer: Tracy USD

Unit: Wall to Wall

Chapter President: Michael Caulfield

Employer's Negotiator: Tammy Jalique

LRR: SLRR Gaulman

LRR not at Table: ☐

Initial Proposals

☒ Successor (Next) ✓ Current Contract Term: 7-1-15 to 6-30-18 ✓
 Date Chapter Surveyed 2-13-18 ✓ Proposed Contract Term: 7-1-18 to 6-30-21 ✓
☐ Reopener: ☒ Succ ✓ ☐ Yr 1R ☐ Yr 2R ☐ Yr 3R ☐ Yr 4R for School Year: ____/____
 Date of Membership Approval: 2-20-18 ✓ Date Submitted to Employer: 3-1-18

Tentative Agreement (Successor/Reopeners)

Current Contract Term: _____ to _____
☐ Successor (Next) Next Contract Term: _____ to _____
☐ Reopener: ☐ Succ ☐ Yr 1R ☐ Yr 2R ☐ Yr 3R ☐ Yr 4R for School Year: ____/____
 Ratification Dates: Chapter: _____ Employer: _____
☐ Appalachian Shale E-Board Ratification: _____

Contract Details

Concessions:	Opt-Outs:	Waivers:
<input type="checkbox"/> Furlough <input type="checkbox"/> Layoffs <input type="checkbox"/> Reductions <input type="checkbox"/> Salary Roll Back	<input type="checkbox"/> Cash In Lieu of Benefits <input type="checkbox"/> Cash on Salary Schedule <input type="checkbox"/> Other (see comments) <input type="checkbox"/> Tax Deferred Account	<input type="checkbox"/> Contract Extended <input type="checkbox"/> Contracting Out <input type="checkbox"/> Grievance <input checked="" type="checkbox"/> Past Practices <input type="checkbox"/> Reduction of Hours

Protections:	Restorations:	Reopeners/Schedule:																					
<input checked="" type="checkbox"/> Agency Shop ✓ <input type="checkbox"/> Binding Arb - Discipline <input type="checkbox"/> Binding Arb - Grievance <input type="checkbox"/> LCFF/LCAP Trigger <input checked="" type="checkbox"/> No Contracting Out ✓ <input checked="" type="checkbox"/> Orientation includes Union	<input type="checkbox"/> Eliminate Furloughs <input type="checkbox"/> Hours <input type="checkbox"/> Position <input type="checkbox"/> Salary	<table border="1"> <thead> <tr> <th>Cycle</th> <th>School Yr</th> <th>IP Due</th> </tr> </thead> <tbody> <tr> <td>Succ</td> <td>____/____</td> <td></td> </tr> <tr> <td>Yr 1R</td> <td>____/____</td> <td></td> </tr> <tr> <td>Yr 2R</td> <td>____/____</td> <td></td> </tr> <tr> <td>Yr 3R</td> <td>____/____</td> <td></td> </tr> <tr> <td>Yr 4R</td> <td>____/____</td> <td></td> </tr> <tr> <td>Next</td> <td></td> <td></td> </tr> </tbody> </table>	Cycle	School Yr	IP Due	Succ	____/____		Yr 1R	____/____		Yr 2R	____/____		Yr 3R	____/____		Yr 4R	____/____		Next		
Cycle	School Yr	IP Due																					
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Yr 1R	____/____																						
Yr 2R	____/____																						
Yr 3R	____/____																						
Yr 4R	____/____																						
Next																							

Tentative Agreement (MOU/Settlements)

Current Contract Term: _____ to _____ for School Year: ____/____
☐ Disciplinary Settlement ☐ Grievance Settlement ☒ Other/Subject: _____
 Agreement Ends: _____
 Ratification Dates: _____ Chapter: _____ Employer: _____

LRR Comments:

Date SLRR Reviewed: 2/27/18 SLRR Initials: [Signature] For Office Use Only*** Date FD Reviewed: 2/28/18 FD Initials: [Signature]
☐ Member Ratification ☐ E-Board Ratification ☐ No Ratification ☒ Chapter Approval Vote Count: Yes _____ No _____
☒ 610 Okay ☐ 610 Okay (late) ☐ 610 Denied Date Letter Sent: 2/28/18 JK
 FD/SLRR Comments/Recommendations: _____

Agreement Rec'd: _____

Hard Copy

87

Electronic Copy

Filed in DMS

3202_0416 (AEU)



California
School
Employees
Association

5375 West Lane
Stockton, CA 95210

(209) 472-2170
(800) 757-4229
FAX: (209) 472-2089

www.csea.com

Member of the AFL-CIO

*The nation's largest
independent classified
employee association*



February 28, 2018

VIA EMAIL SCAN & U.S. MAIL
mikecaulfield67@yahoo.com

Michael Caulfield, Chapter President
Tracy Chapter #098
230 Brannon Dr.
Tracy, CA 95376-1958

Dear President Caulfield:

We have received the Initial Proposal-Successor-2018-2021. The initial proposal has been reviewed in accordance with Policy 610 and I have found no apparent violations of law, CSEA's Constitution and Bylaws or policies of the Association.

Remember once a tentative agreement has been reached, forward a signed copy to your Labor Relations Representative immediately for review and approval prior to ratification.

I would like to take this opportunity to acknowledge the time and effort spent by the Negotiating Committee and yourself in preparing the initial proposal. Your involvement and dedication is truly appreciated.

Very truly yours,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Janet Jones Sterling
Field Director

JJS/jk

Enclosure: Ch_0098-2018-2021-IP

c: Debra Ladwig, Regional Representative 42

Carmen Alessandro, Area Director E

Roderick Gaulman, Senior Labor Relations Representative
098 file

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER 98

Initial Proposal for 2017-2018

The Association shall submit their proposal for a Successor Agreement to the District between January 1st and March 15th, 2018. The District shall respond in writing within (30) days of receipt of the Association's successor proposal.

***Article 7.3, Job Stewards and Site Representatives,** Revise language consistent with the Representational Rights of Job Stewards and Site Representatives

***Article 8.5 C & C 1, Pay and allowances**

- Provide a reasonable amount of pay increase
- Classified employees are not substitute when backfilling for other classified

***Article 9.1. Reimbursement,** Uniform Replacement language should be consistent with Article 31.1

***Article 9.2, Reimbursement,** Address the cost auto insurance or indemnify for employees in case of accident

***Article 10, Fringe Benefits,** The District to provide a reasonable cost of rising health insurance

***Article 11.11 (B), Hours and Overtime,** All hours above eight (8) hours per day are overtime, regardless of the duty performed

***Article 13.1, Bereavement Leave,** Include Certified Domestic Partner to the list

***Article 32, Layoff and Reemployment,** Include Reduction of Hours per Government Code standards

***Article 33, Grievance Procedures,** Include a Mediation Clause before going to advisory arbitration

***New Article 41, School Calendar,** Classified Employees work year calendar to be bargained with CSEA

***Article 45, Duration,** create a new successor term 7-1-18 through 6-30-21