

NOTICE
REGULAR MEETING OF THE GOVERNING BOARD
TRACY UNIFIED SCHOOL DISTRICT

DATE: TUESDAY, JANUARY 23, 2018

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

**TIME: 5:30 PM Closed Session
7:00 PM Open Session**

A G E N D A

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| 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/#23, 27, 28, 37, 39
3.2.2 Application for Reinstatement #17-18/#21,22,23

3.3 Human Resources:
3.3.1 Release Probationary Classified Employees #UCL-290
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___
3.3.2 Consider Non-Paid Leave of Absence Request for Classified Employee #UCL-292, Pursuant to Article XXIII
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___
3.3.3 Consider Non-Paid Leave of Absence Request for Management Classified Confidential Employee #UCL-293, Pursuant to Ed Code 45190
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___
3.3.4 Approve Resolution No. 17-16 Intent to Dismiss
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___
3.3.5 Consider Public Employee/Employment/Discipline/Dismissal/Release
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___
3.3.6 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/#23, 27, 28, 37, 39

Action: Motion__ ; Second__ . **Vote:** Yes __ ; No __ ; Absent __ ; Abstain __ .

6b Report Out of Action Taken on Application for Reinstatement #17-18/#21,22,23

Action: **Vote:** Yes __ ; No __ ; Absent __ ; Abstain __ .

6c Report Out of Action Taken on Release Probationary Classified Employees
#UCL-290

Action: **Vote:** Yes __ ; No __ ; Absent __ ; Abstain __ .

6d Report Out of Action Taken on Consider Non-Paid Leave of Absence Request for
Classified Employee #UCL-292, Pursuant to Article XXIII

Action: **Vote:** Yes __ ; No __ ; Absent __ ; Abstain __ .

6e Report Out of Action Taken on Consider Non-Paid Leave of Absence Request for
Management Classified Confidential Employee #UCL-293, Pursuant to Ed Code
45190

Action: **Vote:** Yes __ ; No __ ; Absent __ ; Abstain __ .

6f Report Out of Action Taken on Approve Resolution No. 17-16 Intent to Dismiss

Action: **Vote:** Yes __ ; No __ ; Absent __ ; Abstain __ .

7. Approve Regular Minutes of January 9, 2018

1-5

Action: Motion__ ; Second__ . **Vote:** Yes __ ; No __ ; Absent __ ; Abstain __

8. Student Representative Reports: West High: Payton Bryant, Kaylin Hill; **Stein High:**
Kayla Powers; **Kimball High:** Chloe Ramos; **Tracy High:** Marti Rhinehart;
North: Valeria Lopez, Tatiana Fonseca, Mia Brito; **Freiler School.**

9. Recognition & Presentations: An opportunity to honor students, employees and
community members for outstanding achievement:

9.1 Villalovoz Elementary School Presentation

9.2 Recognize the Outstanding Employees of the Winter Term for the 2017-2018 School
Year

6

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.

10.2 Educational Services:

10.2.1 Receive Report on Responsibility Centered Discipline for 2017-2018,
2018-2019 School Year

7

- 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: None.

- 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 | Approve Accounts Payable Warrants (December, 2017)
(Separate Cover Item) | 8 |
| 13.1.2 | 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 | 9-10 |
| 13.1.3 | Approve Payroll Reports (Decemeber, 2017) | 11-15 |
| 13.1.4 | Approve Revolving Cash Fund Reports (December, 2017) | 16-17 |
| 13.1.5 | Approve Entertainment, Assembly, Service, Business and Food Vendors | 18-27 |
| 13.1.6 | Authorize Associate Superintendent for Business Services to Enter into Agreement to Dispose of Damaged, Obsolete and Surplus Furniture, Computers and Equipment through Direct Sale to Vendor in Lieu of Disposal Expenses | 28-30 |
| 13.1.7 | Ratify Routine Agreements, Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda | 31-32 |
| 13.1.8 | Ratify Measure B Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda | 33-34 |

13.2 Educational Services:

- | | | |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 13.2.1 | Approve Agreement for Special Contract Services with Gallo Center for the Arts to Provide a Bullying Assembly at McKinley Elementary School during the 2017-2018 School Year | 35-38 |
| 13.2.2 | Approve Out of State Travel for 7 Participants (Staff Development/Educational Services) to Attend the Model Schools Conference on June 24-27, 2018 in Orlando, FL | 39-40 |
| 13.2.3 | Ratify Master Contract and Individual Services Agreement with Oak Grove/Jack Weaver School, NPS, for the 2017-2018 School Year
(Separate Cover Item) | 41 |

- 13.2.4 Approve Out of State Travel for Two McKinley Elementary School Administrators and Three Teachers to Attend the Professional Learning Communities at Work Institute in Las Vegas, Nevada on June 6-9, 2018 42
- 13.2.5 Approve Out of State Travel for Tracy High Activities Director, Athletic Director and Administrators to Attend the California Association of Directors of Activities (CADA) Conference in Reno, NV on February 28-March 3, 2018 43
- 13.2.6 Approve Out of State Travel for Debbie Johnson to Attend Food Science and Nutrition and FACS Summer Conference in Saratoga Springs, Utah on June 12-14, 2018 44
- 13.2.7 Approve Agreement for Special Contract Services with the San Joaquin County Office of Education's Project GLAD to Provide Training to Preschool Teachers During the 2017-2018 School Year 45-48
- 13.2.8 Approve Out of State Travel for the Tracy High School Cheer Team and Coaches to Participate in the JAMZ Spirit Nationals in Las Vegas, NV on February 21-February 24, 2018 49

13.3 Human Resources:

- 13.3.1 Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment 50-51
- 13.3.2 Approve Classified, Certificated, and/or Management Employment 52-53

- 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 Adopt Resolution No. 17-15 Calling for Full and Fair Funding of California's Public Schools 54-56
- Action:** Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain ___

14.2 Educational Services: None.

14.3 Human Resources:

- 14.3.1 Adopt Resolution 17-13, Authorizing the Elimination of Certain Classified Positions Due to Lack of Work or Lack of Funds 57-59
- 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 February 13, 2018
- 17.2 February 27, 2018
- 17.3 March 13, 2018
- 17.4 March 27, 2018

18. Upcoming Events:

- | | | |
|------|------------------------|---------------------------|
| 18.1 | January 26, 2018 | No School: Staff Dev. Day |
| 18.2 | February 12, 2018 | No School: Lincoln's Day |
| 18.3 | February 19, 2018 | No School: Presidents Day |
| 18.4 | March 30-April 6, 2018 | No School: Spring Break |

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, January 9, 2018**

- 6:00 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.
- Closed Session:** 6a Action Taken on Findings of Fact #17-18/#34,35,36
Action: Guzman, Gouveia. **Vote:** Yes-7; No-0.
6b Report Out of Action Taken on Early Graduation – WHS #10335146
Action: **Vote:** Yes-7; No-0.
6c Report Out of Action Taken on Application for Reinstatement #17-18/#11, 12, 13, 14, 15, 16, 17, 18, 19, 20
Action: Pulled #20. **Vote:** Yes- 7; No-0.
6d Report Out of Action Taken on Release Probationary Classified Employees #UCL-289
Action: **Vote:** Yes-7; No-0.
- Minutes:** 7. **Approve Regular Minutes of December 12, 2017**
Action: Arriola, Guzman. **Vote:** Yes-7; No-0.
- Employees Present:** B. Silver, L. Nelson, R. Call, L. Vergara, S. Wallace, J. Nott, M. Hepner, T. Peterson, B. Carter, J. Carter, B. Huff, K. Kellogg, C Boehmer, C. Wyant
- Press:** D. Rizzo, Tracy Press
- Visitors Present:** D. Davis, D. Aguirre, B. Brister, C. Lanning, A. Watrous,
- Student Rep Reports:** 8. **West High FFA:** Dalton Davis reported about the chapter speaking contest which will prepare them for the competition on February 9th at Linden High. He was nervous but did well. Diego Aguirre is the ag pest control judging team rep. They identify pests in California and pest management practices. He gave a presentation on various pests. The contest helps towards a future career in pest control advising. Billy Brister will be visiting many colleges over the year such as UC Merced, UC Davis, Chico State and Fresno State. They will participate in competition with sheep, goats, Swine and Cattle. They are judged on muscle and bone structure. He is excited to be a part of this.

Tracy High FFA: Camryn Lanning and Abigaile Watrous reported that on December 8th they held their monthly FFA meeting. They had a movie night with popcorn and apple cider. About 200 members attended. This Thursday is an FFA meeting potluck and is a good time for members to get to know each better. On January 17th officers will be coming to teach about FFA and education and meeting with the principal to go over the school system. Students attended the leadership conference and learned skills that they will bring back to the chapter. On January 27th they will have their biggest fundraiser which is a crab feed. The cost is \$47.00 per ticket. They are collecting donations for the silent auction. They will raise at least \$20,000. Half of it goes to the chapter and half to the foundation. If you want to buy tickets you can email Fran Brown.

**Recognition &
Presentations:**

9.1 Bohn Elementary School Presentation

Principal, Lem Vergara, Assistant Principal Kelly Patchen and 2 students: Amaya Frost and Elikai Lugo, presented a power point which reviewed their mission statement, celebrated student work, and community and parent involvement. They provide social and emotional support via the Peace Maker Program. They showed photos of projects prepared in various subjects. Photos were also shown of the Bohn family community and recognition of students each month. They have a student of the week program; PTA activities throughout the year, fall carnival, winter sing-a-long, movie night, etc. They will have a family science night with Sandia Lab in February. The Peacemaker students focus on enhancing, developing and creating a safe learning environment and a constructive learning environment. Student, Amaya Frost, is the secretary of student council and a peacemaker. She said it has helped her to connect to teachers and helps solves conflicts. Some kids are nervous to solve their own problems. Student, Elikai Lugo, said that it means a lot to him and he has a lot learn about it. He said that it helps the little kids because they are afraid to tell adults and it's easier for them to talk to the older kids. Bohn focuses on students, implements rules to be respectful, make good decisions and solve problems. To become a peacemaker, students are recommended from teachers and peers, grades are monitored, and they have training and monthly meetings.

9.2 Monte Vista Middle School Presentation

Principal, Barbara Silver, is proud to brag about her school. She invited 2 teachers to speak about 2 literacy programs that are having a profound effect on students. They presented a power point that reviewed their programs. Teacher, Carla Boehmer, spoke about the Read 180 program. Students are with them for 2 hours instead of 1 hour. Each student has a breakout session on computer application; they have small group instruction to discuss, review and analyze text; and they have independent reading. The class has read over 1 million words. This quarter the kids have improved 79%. This program has been incredible. Teacher, Carol Wyant, spoke about GATE students who partnered with the county classroom reading buddy project. Students are partnered, gather information, read to them, and find out what that student likes. County students are having a lot of fun. She showed pictures of various activities. Students study the elements of a children's picture book and then design, write, and illustrate. By April they publish and have a celebration party. The next reading buddy meeting is this Friday at 1:00.

**Information &
Discussion Items:**

10.1 Administrative & Business Services: None.

**Hearing of
Delegations**

11. Samantha Wallace has been a teacher for 21 years. She commented that Williams does not have enough computers. She believes that once or twice a week is not enough and not all students have Wi-Fi at home. She would like to be able to use a computer lab more often. She realizes there are budget issues, but would like to look into this.

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: Vaughn, Guzman. **Vote:** Yes-7; No-0.

13.1 Administrative & Business Services:

13.1.1 Approve Accounts Payable Warrants (November, 2017)
(Separate Cover Item)

13.1.2 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

13.1.3 Accept the Parent Organization/Booster Club Applications Submitted for the 2017-2018 School Year

13.1.4 Approve Payroll Reports (November, 2017)

13.1.5 Approve Revolving Cash Fund Reports (November, 2017)

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

13.1.7 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 Memorandum of Understanding (MOU) Addendum between Galt Joint Union High School District as LEA for the Central Region Agricultural Education Career Pathways Consortium, California Career Pathways Trust Grantee (CRAECPC), and Tracy High School/Tracy Unified School District for the 2017-18 Supplemental Allocation

13.2.2 Approve Out of State Travel for Kimball High School Activities Director, Bookkeeper and Administrator to attend the California Association of Directors of Activities (CADA) Conference in Reno, NV on February 28-March 3, 2018

13.2.3 Approve Overnight Travel for Teacher, Mrs. Jennifer Grover and Student, Evalina Maas-Espinoza to Attend the CAL ACDA All-State Honor Choir in San Jose, CA on February 15-17, 2018

13.2.4 Ratify Overnight Travel for the West High School Academic Decathlon Team to Attend an Academic Retreat at Jellystone Park Camp Resort in Lodi, CA on January 5-7, 2018

13.2.5 Approve Overnight Travel for West High Track Team and Coaches to Attend the Arcadia Invitational in Arcadia, CA on April 6-8, 2018

13.2.6 Approve Memorandum of Understanding (MOU) with San Joaquin County Office of Education (SJCOE), Teaching Opportunities for Partners in Science (TOPS), using Great Explorations in Math and

Science (GEMS) Materials to Provide Science Enrichment to McKinley Elementary School 4th and 5th Grade Students for the 2017-2018 School Year

13.2.7 Approve Agreement for Special Contract Services with Teaching Proficiency through Reading and Storytelling (TPRS) for World Language Teachers during the 2017-2018 School Year

13.3.8 Approve Agreement for Special Contract Services with McGraw Hill to Provide Professional Development to TK-5 ELA Teachers on Using Wonders/Maravillas ELD Materials

13.2.9 Approve Agreement for Special Contract Services with McGraw-Hill to Provide Professional Development to K-6 ELA/ELD Teachers at a One Saturday Day Wonders Workshop at Jacobson Elementary School on February 3, 2018

13.2.10 Approve Out of State Travel for West High Art Teacher, Alex Nelson, to Attend the 2018 National Art Education Association's National Convention in Seattle, Washington on March 22-24, 2018

13.2.11 Approve Out of State Travel for Two Art Freiler School Administrators and Five Teachers to Attend Kagan Structures Level I: Cooperative Learning in Las Vegas, NV on February 16-19, 2018

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 Accept the Fiscal Year 2016-17 Annual Financial Audit (Separate Cover Item)

Action: Vaughn, Guzman. **Vote:** Yes-7; No-0.
Associate Superintendent of Business Services, Dr. Casey Goodall, reviewed the audit.

14.2 Educational Services:

14.2.1 Adopt New Board Policy 5116.2 Involuntary Student Transfers (Second Reading)

Action: Approved as final. Gilbert, Arriola. **Vote:** Yes-7; No-0.

14.3 Human Resources:

14.3.1 Approve Internship Agreement with National University

Action: Arriola, Guzman. **Vote:** Yes-7; No-0.

14.3.2 Authorize the Revised Declaration of Need for the 2017-2018 School Year

Action: Guzman, Vaughn. **Vote:** Yes-7; No-0.

14.3.3 Approve Variable Term Waivers for Special Education Teachers – Added Authorization in Special Education (AASE); Autism Spectrum

Action: Arriola, Guzman. **Vote:** Yes-7; No-0.

14.3.4 Approve Administrative Fieldwork Agreement with Concordia University

Action: Vaughn, Costa. **Vote:** Yes-7; No-0.

Board Reports:

Trustee Costa passed. Trustee Vaughn wished everyone a Happy New Year. He attended several games and a basketball player from West broke the backboard. He reminded everyone that the MLK Breakfast will be on Monday at West High. Trustee Gouveia reported on the parks commission. The new director, Brian MacDonald, will be coming to a board meeting to introduce himself. He also reported that someone vandalized the wires at Legacy Fields and that was very costly to replace. They will have a sub-committee to evaluate and rank the community block grants. He will not be able to attend our next board meeting. Trustee Guzman thanked everyone for their reports. He attended the TLC Board Meeting last night. The construction is going on and coming along nicely. He received their audit and it was a good report. Central School construction is moving along nicely. Trustee Arriola reported that over the break he was part of Congressman Denham's committee. They discussed DACA and Safe Haven and what that means to the community. The district attorney's office worked with the Stockton police on a live shooter drill. He wants our police department to be prepared and make sure that our students feel safe. Trustee Gilbert commented that CSBA has requested that each district write a resolution regarding school funding due to California ranking at 45th in the nation. Trustee Silva attended the facilities committee meeting and reviewed ongoing projects. Everything is going well. He congratulated Bonny, Casey and staff for their work and wished everyone a Happy New Year.

**Superintendent
Report:**

Dr. Stephens commented that he attended "Shrek" put on by the students at Freiler. They do a great job every year and it's a great way to kick off break. The MLK Breakfast will be held on Monday at West High School. We are looking forward to a great event.

Adjourn: 8:20 pm

Clerk

Date



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent of Human Resources
DATE: January 5, 2018
SUBJECT: **Recognize the Outstanding Employees of the Winter 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 Major Matthew Wilson (9-12), Charlie Nitti (6-8) and Brenda Jacinto (K-5) as Outstanding Certificated Employees; Natalie Leopoldo (9-12), Maria (Sonia) Huber (6-8) and Alisha Davis (K-5) as Outstanding Classified Employees and Lisa Rodriguez as the Outstanding Management Employee for the Winter Term of the 2017-2018 school year.

Prepared by: Tammy Jalique, Associate Superintendent for Human Resources



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent of Educational Services
DATE: January 16, 2018
SUBJECT: Receive Report on Responsibility Centered Discipline for 2017-2018, 2018-2019 School Year

BACKGROUND: Discipline data including suspensions and expulsions have become a topic of discussion in education. The discipline dashboard now made public by the Department of Education allows the community to see school discipline data. As a District there has been a renewed focus on instructional practices and ensuring all students have access to the curriculum. When students are suspended from class and from school they are missing opportunities to learn. We need to provide students and educators with a Roadmap to Responsibility.

Larry Thompson, the founder of Responsibility Centered Discipline, has developed a “Give ‘em five” method of talking to students. His goal is to teach educators how to handle the challenging moments, so that students can receive instruction in class and teachers won’t have to carry the baggage of those challenging moments. His goal is to teach educators how to help students take responsibility for their behavior by closing different “exits” or escape routes students might take instead of taking responsibility for their actions.

RATIONALE: This agenda item provides a report to the School Board on the implementation of Responsibility Centered Discipline to be piloted at four schools beginning this school year and moving into the 2018-2019 school year. 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 and 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: No Cost for the Report

RECOMMENDATION: Receive Report on Responsibility Centered Discipline for 2017-2018, 2018-2019 School Year

Prepared by: Troy Brown, Director of Student Services and Curriculum



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Assoc. Superintendent of Business Services
DATE: January 3, 2018
SUBJECT: Approve Accounts Payable Warrants (December, 2017)

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 (December, 2017).

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: January 5, 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 Good Samaritan Community Services for San Joaquin County for the amount of \$2,000.00 (ck. #5128). This donation will benefit the Kimball High School Jaguar Project.

Tracy High School:

1. Tracy Unified School District/Tracy High School: From the Tracy Breakfast Lions for the amount of \$500.00 (ck. #5582). This donation will benefit Tracy High Schools Future Farmers of American (F.F.A.) program.
2. Tracy Unified School District/Tracy High School: From Good Samaritan Community Services for San Joaquin County for the amount of \$5,000.00 (ck. #5127). This donation will benefit the Tracy High School Bulldog Project.

West High School:

1. Tracy Unified School District/West High School: From Varsity Spirit for the amount of \$1,754.00 (ck. #424891). This donation will benefit West High School's cheer teams.

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: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: January 3, 2018
SUBJECT: **Approve Payroll Reports (December, 2017)**

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 Reports (December, 2017).

Prepared by: Reed Call, Director of Financial Services

Pay Date 12/08/2017

Fund 01

LABOR DISTRIBUTION FOR EMPLOYEE

Fund	01	SACS Object	Amount	
		1100	413,714.08	Teachers' Salaries
		1200	3,698.99	Cert Pupil Support Salaries
		1900	87,456.04	Other Certificated Salaries
		2100	236,768.91	Instructional Aides' Salaries
		2200	116,026.77	Classified Support Salaries
		2400	17,102.29	Clerical & Office Salaries
		2900	7,418.84	Other Classified Salaries
		Total Labor	882,185.92	
Fund	01	SACS Object	Amount	
		3101	59,179.12	STRS On 1000 Salaries
		3102	1,234.78	STRS On 2000 Salaries
		3201	636.78	PERS On 1000 Salaries
		3202	4,830.56	PERS On 2000 Salaries
		3301	8,842.35	
		3302	19,396.06	
		3501	252.59	State Unemploy On 1000 Salary
		3502	188.69	State Unemploy On 2000 Salary
		3601	9,711.22	Worker'S Comp Ins On 1000 Sal
		3602	7,257.69	Worker'S Comp Ins On 2000 Sal
		Total Contributions	111,529.84	
Fund	11	SACS Object	Amount	
		1100	17,941.14	Teachers' Salaries
		1200	1,696.70	Cert Pupil Support Salaries
		2100	445.16	Instructional Aides' Salaries
		2400	2,587.25	Clerical & Office Salaries
		Total Labor	22,670.25	
Fund	11	SACS Object	Amount	
		3101	1,988.32	STRS On 1000 Salaries
		3202	69.14	PERS On 2000 Salaries
		3301	273.57	
		3302	176.37	
		3501	9.81	State Unemploy On 1000 Salary
		3502	1.52	State Unemploy On 2000 Salary
		3601	377.73	Worker'S Comp Ins On 1000 Sal
		3602	58.33	Worker'S Comp Ins On 2000 Sal
		Total Contributions	2,954.79	

Fund 12	SACS Object	Amount	
	2100	3,774.00	Instructional Aides' Salaries
	2900	353.16	Other Classified Salaries
	Total Labor	4,127.16	
Fund 12	SACS Object	Amount	
	3102	30.80	STRS On 2000 Salaries
	3202	37.70	PERS On 2000 Salaries
	3302	175.06	
	3502	2.08	State Unemploy On 2000 Salary
	3602	79.38	Worker'S Comp Ins On 2000 Sal
	Total Contributions	325.02	
Fund 13	SACS Object	Amount	
	2200	25,202.32	Classified Support Salaries
	Total Labor	25,202.32	
Fund 13	SACS Object	Amount	
	3202	1,459.26	PERS On 2000 Salaries
	3302	1,392.79	
	3502	12.63	State Unemploy On 2000 Salary
	3602	484.80	Worker'S Comp Ins On 2000 Sal
	Total Contributions	3,349.48	

ESCAPE ONLINE

Pay30

Payroll Fund/Object Recap for County
Interface

Pay Date 12/29/2017

Fund 01

LABOR DISTRIBUTION FOR EMPLOYEE

Fund	01	SACS Object	Amount	
		1100	4,686,177.50	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	380,941.49	Instructional Aides' Salaries
		2200	736,647.86	Classified Support Salaries
		2300	177,358.71	Class Suprvrs' & Admins' Sal
		2400	424,402.87	Clerical & Office Salaries
		2900	42,265.19	Other Classified Salaries
		Total Labor	7,316,910.17	
Fund	01	SACS Object	Amount	
		3101	779,386.80	STRS On 1000 Salaries
		3102	3,679.58	STRS On 2000 Salaries
		3201	24,159.90	PERS On 1000 Salaries
		3202	260,134.49	PERS On 2000 Salaries
		3301	78,558.73	
		3302	120,627.78	
		3401	564,391.29	
		3402	247,440.27	
		3501	2,777.83	State Unemploy On 1000 Salary
		3502	879.54	State Unemploy On 2000 Salary
		3601	106,856.15	Worker'S Comp Ins On 1000 Sal
		3602	33,884.58	Worker'S Comp Ins On 2000 Sal
		3701	65,656.50	
		3702	35,970.94	
		Total Contributions	2,324,404.38	
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	2,629.08	PERS On 2000 Salaries
		3301	117.89	
		3302	1,233.74	
		3401	805.10	
		3402	2,866.78	
		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	9,420.78	
Fund	12	SACS Object	Amount	
		1300	778.05	Cert Suprvrs' & Admins' Sal
		2100	5,978.73	Instructional Aides' Salaries
		2400	0.00	Clerical & Office 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	10.27	
		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	14.96	Worker'S Comp Ins On 1000 Sal
		3602	115.01	Worker'S Comp Ins On 2000 Sal
		Total Contributions	1,334.66	

Fund 13	SACS Object	Amount	
	2200	120,941.55	Classified Support Salaries
	2300	35,476.47	Class Suprvrs' & Admins' Sal
	2400	11,493.65	Clerical & Office Salaries
	Total Labor	167,911.67	

Fund 13	SACS Object	Amount	
	3202	21,325.69	PERS On 2000 Salaries
	3302	11,534.47	
	3402	14,881.91	
	3502	83.90	State Unemploy On 2000 Salary
	3602	3,229.82	Worker'S Comp Ins On 2000 Sal
	Total Contributions	51,055.79	

ESCAPE	ONLINE
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BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Assoc. Superintendent of Business Services
DATE: January 3, 2018
SUBJECT: Approve Revolving Cash Fund Reports (December, 2017)

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 (December, 2017).

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

01/02/18

TUSD
REVOLVING CASH FUND
December 2017

Date	Num	Name	Memo	Paid Amount
12/01/2017	9338	CHRISTINE LEWIS	Paydate 11/30/2017	
			13-5310-0-0000-3700-2200-609-9802	-228.65
TOTAL				-228.65
12/06/2017	9339	RENISHA TURNER	PO18-01649 FIRST AID TRAINING	
			PO18-01649 FIRST AID TRAINING	-45.00
TOTAL				-45.00
12/06/2017	9340	RENISHA TURNER	PO18-01649 FIRST AID TRAINING	
			01-0723-0-1110-3600-5800-840-9702	-22.50
			01-0724-0-5750-3600-5800-840-9702	-22.50
TOTAL				-45.00
12/06/2017	9341	RENISHA TURNER	PO18-01649 FIRST AID TRAINING	
			01-0723-0-1110-3600-5800-840-9702	-22.50
			01-0724-0-5750-3600-5800-840-9702	-22.50
TOTAL				-45.00
12/06/2017	9342	RENISHA TURNER	PO18-01649 FIRST AID TRAINING	
			01-0723-0-1110-3600-5800-840-9702	-22.50
			01-0724-0-5750-3600-5800-840-9702	-22.50
TOTAL				-45.00
12/06/2017	9343	RENISHA TURNER	PO18-01649 FIRST AID TRAINING	
			01-0723-0-1110-3600-5800-840-9702	-22.50
			01-0724-0-5750-3600-5800-840-9702	-22.50
TOTAL				-45.00
12/06/2017	9344	RENISHA TURNER	PO18-01649 FIRST AID TRAINING	
			01-0723-0-1110-3600-5800-840-9702	-22.50
			01-0724-0-5750-3600-5800-840-9702	-22.50
TOTAL				-45.00
12/08/2017	9345	CASHIER DEPT. OF PESTICIDE R...	PO18-01743 FEES	
			01-8150-0-0000-8110-5800-800-9502	-210.00
TOTAL				-210.00
12/08/2017	9346	ASPA CONTEST/REVIEW	PO18-01681 ENTRY FEE	
			01-0000-0-1110-1000-5800-700-6502	-60.00
TOTAL				-60.00



BUSINESS SERVICES MEMORANDUM

TO: Brian R. Stephens, Superintendent
FROM: C. Goodall, Associate Superintendent for Business Services
DATE: January 9, 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		
<p>Vendors are listed by expiration and <u>insured name</u> (not the program name)</p> <p>↓This list of Approved Vendors confirms verification of insurance coverage only!↓</p> <p>Board Approval based on insurance remaining current!</p>		
<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. 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↓:		
	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
Board Approved	Vendor Name	Insurance Expiration
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.	1/16/2018
10/11/11	Main Street Music - Ken & Diana Cefalo, kencefalo@yahoo.co, dcefalo@sbcglobal.net,	1/17/2018
9/13/11	California Weekly Explorer, Inc. History Programs, Barry Hovis, 714-247-2250, barrycwe@aol.com, info@californiaweekly.com, www.californiaweekly.com	2/1/2018

Vendors Insurance List
Entertainment, Assembly Food

Board Approved	Vendor Name	Insurance Expiration
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	2/1/2018
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.	2/2/2018
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	2/5/2018
2/15/17	Theater of All Possibilities - CA history assembly with student participation. Charlie Wallace - 831-429-1936, toapassemblies@gmail.com, www.toap.org	2/28/2018
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

Vendors Insurance List
Entertainment, Assembly Food

Board Approved	Vendor Name	Insurance Expiration
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 - revololutionary 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
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.com1-877-872-9696 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

Vendors Insurance List
Entertainment, Assembly Food

Board Approved	Vendor Name	Insurance Expiration
6/27/17	Academy of Performing Arts - Dance choreography. Contact Deborah Skinner. (209) 814-8049, apa4fun@comcast.net, www.apaofttracy.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
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
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, Www.livermorekidsdentist.com	7/1/2018
4/23/13	SJ County Child Abuse Prevention Council - " <u>Parent Cafe</u> " - 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. " <u>Pinwheels for Prevention</u> " - 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. ptlmds@yahoo.com, www.ptlmds.com	7/1/2018

Vendors Insurance List
Entertainment, Assembly Food

Board Approved	Vendor Name	Insurance Expiration
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
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

Vendors Insurance List
Entertainment, Assembly Food

Board Approved	Vendor Name	Insurance Expiration
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
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

Vendors Insurance List
Entertainment, Assembly Food

Board Approved	Vendor Name	Insurance Expiration
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

Vendors Insurance List
Entertainment, Assembly Food

Board Approved	Vendor Name	Insurance Expiration
<div>↓APPROVED FOOD VENDORS↓</div> <div>SORTED BY INSURED NAME AND EXPIRATION DATE</div>		
⌋ 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.		
12/11/2012	Freebirds World Burrito - Ethel Birrell - 835-6000 or 559-392-3251. ebirrell@freebirds.com. www.freebirds.com. TUSD contract is required for this vendor.	3/1/2018
5/9/17	Black Bear Diner - Catering. Tracy@blackbeardiner.com, (209) 835-5600 or (209) 814-0902.	3/19/2018
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
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
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

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 I, 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, Associate Superintendent for Business Services
DATE: January 23, 2018
SUBJECT: **Authorize Associate Superintendent for Business Services to Enter into Agreement to Dispose of Damaged, Obsolete and Surplus Furniture, Computers and Equipment through Direct Sale to Vendor in Lieu of Disposal Expenses**

BACKGROUND: District policy currently dictates that the disposal of equipment must meet the following conditions before a surplus is declared:

1) "When district-owned books, equipment and supplies become unusable, obsolete, or no longer needed, the Superintendent or designee shall identify these items to the Governing Board, together with their estimated value and a recommendation that they be sold or disposed of by one of the methods prescribed in law and administrative regulations." (BP 3270)

2) If the district is unable to use the equipment, an assessment must be made to determine which category the equipment falls under:

- Equipment about to be replaced
- Equipment beyond economic repair
- Obsolete due to changes in material make up (technology)
- Salvage and scrap
- Rubbish

3) The next step would be to sell the item for cash through the following steps:

a) "Ed Code 39520 requires the district to sell any personal property belonging to the district if the property is not required for school purposes, or if it should be disposed of for the purpose or replacement, or if it is unsatisfactory or not suitable for school use". A notice of sale would then be posted in a public place.

Or

The district can sell the equipment through an auction sale. In either case, the district reserves the right to award to the highest responsible bidder, or reject all bids.

b) If the district fails to receive a qualified bid, a private sale without advertising can take place. The Board will need to reach a unanimous decision on whether the equipment met the criteria of "not exceeds value of \$2,500".

c) If the value of the equipment is insufficient to defray cost of sale (Ed Code 39521), the district can arrange for the disposal of the equipment in a local public disposal site.

The Tracy Unified School District Director of School Business Support Services & Purchasing has declared the surplus on the damaged, obsolete and surplus furniture, computers and equipment due to the fact the inventory has been replaced with newer, more modern and structurally safe inventory. The inventory has a negative value or at best, a negligible value.

The main concerns of district staff is that we are able to eliminate warranty issues for future use of these items, we reduce or eliminate hazardous waste from hitting our landfills and lastly, if we can help out others with our items, then we utilize companies that fulfill our requirements while helping out the environment and others who are less fortunate.

Our surplus items will be processed under an agreement with the vendors, which outlines a salvage plan that includes pick-up of obsolete items, they assume ownership of items, the associated warranty responsibility and the costs incurred for the disposal of toxic products as stated by law. The inventory will be consumed for its parts and reused through reselling channels, or lastly, after disassembly of items, will be sold to recyclers. All vendors are required to provide a Certificate of Recycling and Destruction to ensure the district is safe from any hazardous materials disposal liability and guards our safety against any internal information being accessed after it is declared surplus.

RATIONALE: "Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee." (Education Code 39521)

As advised by District counsel, surplus equipment and furniture should not be sold to the public unless the District is able to certify that equipment is safe. In addition, surplus should only be sold to those whom can take title of the equipment and warrant safety through certification.

FUNDING: Cost is only the labor time to palletize and load items with a slight return possible.

RECOMMENDATION: Authorize Associate Superintendent for Business Services to Enter into Agreement to Dispose of Damaged, Obsolete and Surplus Furniture, Computers and Equipment through Direct Sale to Vendor in Lieu of Disposal Expenses.

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

E-WASTE INVENTORY 1/12/2018

ITEM	ESTIMATED QUANTITY
Monitors	215
Computers	278
Printers	39
TVs	45
O/H projectors	22
VCRs/DVD players	16
Copiers, shredders, laminators	19
Cords, keyboards & speakers (boxes)	23
Radios, stereos, amplifiers	50
1986 40' Bluebird bus	1
Piano	1
Misc. (ovens, custodials, etc.)	12
Milk Coolers	5
Refrigerator (2 door)	2
Merchandiser (Hatco)	2
Cold Speedline Unit (Hatco)	1
Ricoh AF1018D	1
Table saws, band saw & jointer	5



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: December 6, 2017
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
JANUARY 9, 2017
SUMMARY OF SERVICES**

A. Vendor:	PALS
Site:	Monte Vista Middle School
Item:	Proposal - Ratify
Services:	Contractor will furnish all materials, labor, disposal and permits necessary to abate the asbestos containing pipe "elbows" in the mechanical room outside the multipurpose room.
Cost:	1,246.00
Project Funding:	General Fund/Deferred Maintenance



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: January 23, 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
JANUARY 23, 2018
SUMMARY OF SERVICES**

A. Vendor:	ACME Construction Company, Inc.
Site:	Central School Renovation
Item:	Change Order #2 - Ratify
Services:	Scope of work documented on the change order summary.
Cost:	\$(106,285.00) Value engineering credit, addition to contingency allowance previously included in contract.
Project Funding:	Measure B Bond Fund, SSBF and Charter School Facilities Program



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent of Educational Services
DATE: January 23, 2018
SUBJECT: **Approve Agreement for Special Contract Services with Gallo Center for the Arts to Provide a Bullying Assembly at McKinley Elementary School during the 2017-2018 School Year**

BACKGROUND: Bullying has become a problem of national focus. Tracy Unified has shown a commitment to preventing bullying behaviors and to increasing staff capabilities to address issues of bullying. In recognition of this, the School Site Council at McKinley Elementary School devoted a portion of the site budget to allow for assemblies and presentations to students and staff. Parents will also benefit from an informational meeting. This Gallo Center for the Arts program will foster a positive environment for all, encourage acceptance of differences among individuals and develop a common language for addressing issues of bullying and harassment.

RATIONALE: The Gallo Center for the Arts assembly will focus on fostering a positive environment for all students. The Gallo Center for the Arts student presentation format provides teachers and staff with strategies and tools they can use on school site to reinforce positive surroundings within the school. The information presented in the assembly for students will help develop a common language which will recognize the worth of others, develop tools for peaceful conflict resolution, and reinforce the Pillars of Character in peer interactions. This agenda request supports 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 program is \$1,500 and will be paid with Site Title I funds.

RECOMMENDATION: Approve Agreement for Special Contract Services with Gallo Center for the Arts to Provide a Bullying Assembly at McKinley Elementary School during the 2017-2018 School Year.

Prepared by: Mrs. Carla Washington, Principal, McKinley Elementary School

TRACY UNIFIED SCHOOL DISTRICT
1875 W. Lowell Ave., Tracy, California 95376

AGREEMENT FOR SPECIAL CONTRACT SERVICES

This agreement, by and between Tracy Unified School District, hereinafter referred to as "District," and Gallo Center for the Arts (The Boy Who Cried Bully), hereinafter referred to as "Contractor," is for consultant or special services to be performed by a non-employee of the District. District and Contractor, herein named, do mutually agree to the following terms and conditions:

1. Contractor shall perform the following duties: Teach the students how to proceed when someone bullies them, teach the student that they are not alone, as well as reinforce the Pillars of Character in peer interactions.

Contractor shall do all work, attend all meetings, produce all reports and carry out all activities necessary for completion of the services described in this paragraph (1) AND OR [the attached hereto and incorporated herein by this reference as Exhibit "A"]. This Agreement and its exhibits shall be known as the "Agreement Documents." Terms set forth in any Agreement Document shall be deemed to be incorporated in all Agreement Documents as if set forth in full therein. In the event of conflict between terms contained in these Agreement Documents, the more specific term shall control. If any portion of the Agreement Documents shall be in conflict with any other portion, provisions contained in the Agreement shall govern over conflicting provisions contained in the exhibits to the Agreement.

2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of 1 () [] HOURS [X] DAYS, under the terms of this agreement at the following location: McKinley Elementary School.
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
- a. District shall pay \$1,500 per [] HOUR [] DAY [X] FLAT RATE, not to exceed a total of \$1,500. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
- b. District [] SHALL [X] SHALL NOT reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the District, with rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$0- for the term of this agreement.
- c. District shall make payment on a [] MONTHLY PROGRESS BASIS [X] SINGLE PAYMENT UPON COMPLETION OF THE DUTIES and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.
4. The terms of the agreement shall commence on 01/24/2018, and shall terminate on 05/25/2018.
5. This agreement may be terminated at any time during the term by either party upon 30 days' written notice of termination delivered by certified mail, return receipt requested.

6. Amendments, changes or modifications in the terms of this Agreement may only be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.
7. Contractor shall contact the District's designee, Carla Washington, at (209) 830-3319 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.
8. Contractor enters into this Agreement as an independent contractor and not as an employee of the District. The Contractor shall have no power or authority by this Agreement to bind the District in any respect except as provided herein. Nothing in this Agreement shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Contractor are employees, agents, contractors or subcontractors of the Contractor and not of the District. The District shall not be obligated in any way to pay any wage claims or other claims made against Contractor by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Agreement.
 - a. CONTRACTOR shall be required to provide proof (Certificate of Insurance) of comprehensive general liability insurance coverage in the amount of one million dollars (\$1,000,000.00) combined single limit per occurrence; two million dollars (\$2,000,000.00) general aggregate. A separate additional insured endorsement shall be provided to include the DISTRICT and its officers, officials, employees, agents and volunteers as additional insured in the policy. It is agreed that insurance coverage provided by CONTRACTOR herein is endorsed as primary and noncontributory to any similar insurance or self-insurance carried by DISTRICT. The DISTRICT reserves the right to adjust its insurance requirements as needed.
 - b. Contractor [☐] WILL [X ☒] WILL NOT have significant contact with students. If applicable, proof of professional liability insurance, to include one million dollars (\$1,000,000.00) per occurrence for Sexual Abuse/Molestation is also required. If applicable, CONTRACTOR will comply with the provisions of Education Code 45125 regarding the submission of fingerprints to the California Department of Justice and the completion of criminal background investigations of the CONTRACTOR and/or its employees.

Contractor agrees to hold harmless and to indemnify District for:


Any injury to person or property sustained by Contractor or by any person, firm or corporation employed directly or indirectly by the Contractor or by any of the individuals participating in or associated with him or her, however caused; and any injury to person or property sustained by any person, firm or corporation, caused by act, neglect, default or omission of Contractor, or any person, firm or corporation directly or indirectly employed by Contractor upon or in connection with this Agreement, or any of the participants arising out of or in the course of their term of this Agreement, and Contractor at his or her own cost, expense and risk, shall defend any and all actions, suits or other legal proceedings that may be instituted against District for any such claim or demand, and pay or satisfy any judgment that may be rendered against District in any such action, suit or legal proceedings or the result thereof. Nothing herein provided shall be construed to require Contractor to hold harmless or indemnify District for liability or damages resulting from the negligence or willful act or omission of District or its officers, agents or employees.

9. This Agreement is for the personal services of the Contractor and Contractor may not assign the performance of the services to any person or persons who are not parties to this Agreement except for employees of Contractor. None of the services covered by this Agreement shall be subcontracted without the prior written consent of the District, which will not be unreasonably withheld. Contractor shall be as fully responsible to the District for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly

employed by them, as it is for the negligent acts and omissions of persons directly employed by Contractor.

10. Contractor certifies that his or her current employer, if any, is fully cognizant of this Agreement and that payments hereunder are not in conflict with any federal, state, or local statutes, rules or regulations or with any policies of Contractor's current employer. Contractor covenants that neither it, nor any of its employees, agents, contractors or subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Agreement, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. Contractor shall make all disclosures required by the District's conflict of interest code in accordance with the category designated by the District, unless the District determines in writing that Contractor's duties are more limited in scope than is warranted by the category designated by the District code and that a narrower disclosure category should apply. Contractor also agrees to make disclosure in compliance with the District conflict of interest code if, at any time after the execution of this Agreement, District determines and notifies Contractor in writing that Contractor's duties under this Agreement warrant greater disclosure by Contractor than was originally contemplated. Contractor shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the District.
11. District shall become the owner of, and entitled to, exclusive possession of all records, documents, graphs, photographic or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of the District. Proprietary materials will be exempted from this clause.
12. Contractor shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Agreement or the materials used or which in any way affect the conduct of the work.
13. Contractor shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship, or sexual orientation.
14. Contractor shall maintain and make available for inspection by the District and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Agreement are made to the Contractor.

AGREED:


Contractor Signature _____ Title _____

Tracy Unified School District

IRS Identification Number _____

Date _____

Director of Finance
Title _____

01-3010-0-1110-1000-5800-280-3002

1000 I St., Modesto
Address _____

Account Number to be Charged _____

CA, 95354

Department/Unit Approval _____

Budget Approval _____

Date Approved by the Board _____

Rev. 10/20/10



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent of Educational Services
DATE: January 23, 2018
SUBJECT: **Approve Out of State Travel for 7 Participants (Staff Development/Educational Services) to Attend the Model Schools Conference on June 24-27, 2018 in Orlando, FL**

BACKGROUND: The International Center for Leadership in Education (ICLE), a division of Houghton Mifflin Harcourt, is holding their 26th annual Model Schools Conference in Orlando, FL. Since 1991, ICLE has been at the forefront of promoting rigorous and relevant instruction and developing effective instructional leaders. ICLE has produced proven strategies, techniques, and research-based programs that have helped states, districts, and schools drive student achievement through data driven instruction. Over the past two decades, the International Center for Leadership in Education (ICLE) has been devoted to observing, studying, and supporting the transformation of the nation's most rapidly improving schools. Through years of extensive research, Founder and Chairman Bill Daggett concluded that the key to improving student performance is a tireless focus on providing rigorous and relevant instruction, and that every level of the education organization must be tightly aligned and carefully coordinated around that singular goal. These conclusions are the basis for the frameworks that are part of The Rigor/Relevance Framework; a tool developed by staff of the International Center for Leadership in Education to examine curriculum, instruction, and assessment. The Rigor/Relevance Framework is based on two dimensions of higher standards and student achievement. First, a continuum of knowledge describes the increasingly complex ways in which we think, including the acquisition and assimilation of knowledge. The second continuum, created by Dr. Bill Daggett, is known as the Application Model and includes five levels of knowing information in a discipline to applying knowledge to real world unpredictable situations.

RATIONALE: The Tracy Unified School District partnered with ICLE beginning in the 2017-2018 to implement the Rigor/Relevance Framework in all schools as part of a system-wide approach to the sustained implementation of the Rigorous Curriculum Design, Standards aligned units of study for English Language Arts and Mathematics. As a part of the three-year implementation of the Rigor/Relevance Framework, ICLE coaches are currently supporting sites in understanding a system-wide approach to instructional effectiveness through intentional lesson design to ensure high levels of learner engagement through rigorous and relevant instruction. To support all sites in sustaining this work, Staff Development has redesigned the New Teacher Support System (TTIP, Tracy Teacher Induction Program, Pre-Induction and Induction) with the Rigor/Relevance Framework at the foundation of the program. Attendance at the Model Schools Conference will enable Staff Development to sustain and support teachers and leaders with a focus on raising the bar on instruction, revolutionizing school leadership, and engaging students through highly relevant instruction. This conference will feature the nation's most rapidly improving schools and detail their innovative practices through the Rigor/Relevance Framework. The event provides countless networking opportunities to learn from other schools, hands-on sessions that immerse attendees in the kind of instruction that will prepare students for successful futures.

This event includes:

- 100+ sessions providing concrete approaches to preparing students for college and career success
- 20+ model schools share their success stories and innovative practices
- Hands-on sessions immerse participants in effective leadership and instruction

These workshops will support the Staff Development Department in developing effective professional development and in measuring the impact of this professional learning on teacher practice and student outcomes. This agenda item supports District Strategic Goal #1: Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or careers; 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: Expenses for registration, meals, mileage, lodging, airplane flights, airport transfers, transportation and parking for one attendee is approximately \$2,500. The total cost for seven attendees will be paid by Title 1 Carryover/Staff Development funds. The total cost will not exceed \$17,500.

RECOMMENDATION: Approve Out of State Travel for 7 Participants (Staff Development/Educational Services) to Attend the Model Schools Conference on June 24-27, 2018 in Orlando, FL.

Prepared by: Melissa Beattie, Director of Staff Development



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent of Educational Services
DATE: January 11, 2018
SUBJECT: **Ratify Master Contract and Individual Services Agreement with Oak Grove/Jack Weaver School, NPS, for the 2017-2018 School Year**

BACKGROUND: At present, there is one Tracy Unified School District student attending Oak Grove/Jack Weaver School. The number of students attending Oak Grove/Jack Weaver School may vary at any given time. Ratification is necessary, so that services specified on IEP(s) can continue to be provided in a compliant manner.

RATIONALE: Districts must offer a continuum of services, including non-public schools, to students with exceptional needs. These children are being placed in a structured setting with a behavioral component not available in the public setting because less restrictive placements have not been effective in meeting their needs. This Agenda request supports District Strategic Goal #3: Apply fiscal, operational and community resources to ensure a safe learning environment that supports staff and student goals.

FUNDING: Contract expenses for the 2017-2018 school year include costs for one student at a total of \$19,846.50. Non-public tuition expenses are budgeted in account number # 01-6500-0-5750-1180-5800-800-2542.

RECOMMENDATION: Ratify Master Contract and Individual Services Agreement with Oak Grove/Jack Weaver School, NPS, for the 2017-2018 School Year.

Prepared by: Katharine Alaniz, Director of Special Education



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent of Educational Services
DATE: January 23, 2018
SUBJECT: **Approve Out of State Travel for Two McKinley Elementary School Administrators and Three Teachers to Attend the Professional Learning Communities at Work Institute in Las Vegas, Nevada on June 6-9, 2018**

BACKGROUND: The Administrators and Teachers from McKinley Elementary School will travel to Las Vegas Nevada, for the Professional Learning Community at Work Institute in Las Vegas, Nevada. The goal is to provide McKinley Administrators and Teachers the opportunity to attend the PLC Institute. This goal will help work towards building grade level teams that are focused on student achievement and rigorous academic instruction.

RATIONALE: The Professional Learning Communities at Work process is recognized as the most powerful strategy for sustained, substantive school improvement. This institute gives teams the knowledge and tools to implement this powerful process in schools or districts. For three days, teams will have the opportunity to network with some of the most insightful minds in education. The presenters, all educators who have successfully led schools through the PLC process, are accessible throughout the event. The program includes time for questions during the breakout sessions, a panel of experts to address questions from the audience, and time for teams to reflect and seek the advice of the presenters. At the end of team time, teams will focus on next action steps, with presenters on hand to guide them. For those just beginning to explore PLC's, this is an excellent way to build your knowledge base. For those who are already involved in deep implementation, this institute is the perfect opportunity to revisit their mission, introduce new team members to process, and get answers to new questions. As teams develop deep into the three big ideas of PLC – focus on learning, build a collaborative culture and results orientation – teams will gain specific, practical, and inspiring strategies for transforming their school or district into a place where all students learn at high levels. This aligns with 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: Lodging, meals, and transportation costs will total approximately \$7,000-\$7,500 and will be paid from Title I Carry Over Funds from McKinley Elementary School. The total cost will not exceed \$7,500.

RECOMMENDATION: Approve Out of State Travel for Two McKinley Elementary School Administrators and Three Teachers to Attend the Professional Learning Communities at Work Institute in Las Vegas, Nevada on June 6-9, 2018.

Prepared by: Mrs. Carla Washington, Principal, McKinley Elementary School



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent of Educational Services
DATE: January 10, 2018
SUBJECT: **Approve Out of State Travel for Tracy High Activities Director, Athletic Director and Administrators to Attend the California Association of Directors of Activities (CADA) Conference in Reno, NV on February 28-March 3, 2018**

BACKGROUND: The California Association of Directors of Activities (CADA) conference is a 60-year-old vehicle which is dedicated to the promotion of enthusiastic and motivational leadership concepts. CADA's stated goal this year is to contribute to the leadership journey by providing empowering, passionate, inspiring and committed leadership philosophies that will enhance and complete Tracy High's current program and empower the Activities Director to improve the culture of the school. Four employees from Tracy High will be attending this conference; Activities Director, Alayna Carter, Athletic Director, Gary Henderson, Assistant Principal, Lynn Dell Hawkins and Principal, Jason Noll. They will drive personal vehicles to Reno, NV and stay at the Grand Sierra Resort.

RATIONALE: Tracy High has a deep tradition of school culture and pride that stems from the activities provided to students on campus. The Activities Director, Athletic Director and Administrators will learn how to use fun leadership philosophies to teach students how to become effective leaders and build school spirit while encouraging a culture of good clean fun at the high school level. The conference also has sessions on how to work hand in hand between activities, athletics, and administration to further this cause and provides training on Fiscal Crisis Management Assistance Team (FCMAT) compliance. This Agenda request 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: The total cost of this conference will not exceed \$6,000. The total cost includes lodging, meals, registration and transportation. All expenses for this conference will be paid out of Tracy High ASB and Site funds.

RECOMMENDATION: Approve Out of State Travel for Tracy High Activities Director, Athletic Director and Administrators to Attend the California Association of Directors of Activities (CADA) Conference in Reno, NV on February 28-March 3, 2018.

Prepared by: Jason Noll, Principal, Tracy High School



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent of Educational Services
DATE: January 4, 2018
SUBJECT: Approve Out of State Travel for Debbie Johnson to Attend Food Science and Nutrition and FACS Summer Conference in Saratoga Springs, Utah on June 12-14, 2018

BACKGROUND: Tracy High School, Consumer Home Economics teacher, Debbie Johnson, will travel to Westlake High School in Saratoga Springs, Utah to attend the Nutrition, Adult Roles and FACS Summer Conferences on June 12-14, 2018. The conference is presented by the Utah Education Network and will consist of two conferences. The first conference will focus on Family and Consumer Sciences which are all components of the Home Economics curriculum. Hotel accommodations are not necessary as Mrs. Johnson will be staying with family during the conferences. Mrs. Johnson will travel to Utah via airplane.

RATIONALE: The conferences which are held at Westlake High School in Saratoga Springs, Utah will focus and concentrate exclusively on the curriculum for Home Economics teachers. This Agenda request aligns with 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: The cost of the conference will not exceed \$500. The conference fees will cover two meals each day. Expenses for the conferences will be paid out of ROP funds.

RECOMMENDATION: Approve Out of State Travel for Debbie Johnson to Attend Food Science and Nutrition and FACS Summer Conference in Saratoga Springs, Utah on June 12-14, 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 of Educational Services
DATE: January 8, 2018
SUBJECT: **Approve Agreement for Special Contract Services with the San Joaquin County Office of Education's Project GLAD to Provide Training to Preschool Teachers During the 2017-2018 School Year**

BACKGROUND: Project GLAD is a model of professional development in the area of language acquisition and literacy. The strategies and model promote English language acquisition, academic achievement, and cross-cultural skills. Most of the teachers have been trained in previous years and are implementing the strategies. Teachers are provided opportunities to participate in follow-up professional development to deepen their understanding and refine their skills in using the many Project GLAD strategies.

RATIONALE: English Learners at all grade levels often struggle with academic courses. Their struggles are usually related to their limited English skills. Project GLAD is a research-based approach which has been recommended by the California State Superintendent of Schools for teachers of English Learners. This Program is specifically designed to help long-term English-Learners develop the skills needed to increase their English language acquisition processes, while focusing on grade-level standards. Project GLAD develops metacognitive use of high-level, academic language and literacy. At the middle and high school levels, the focus has been on Science and Social Studies teachers. The GLAD trainers provided by the San Joaquin County Office of Education (Suzette Campbell and Jacqueline Villines) are experts in the use of GLAD strategies at all grade levels and subject areas. They will provide teachers with a refresher on the key strategies during scheduled follow-up days January 26, 2018 and March 2, 2018. This Agenda request item supports 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: The cost for this training and support is \$4,000 and will be paid out of First 5 and California State Preschool funds.

RECOMMENDATION: Approve Agreement for Special Contract Services with the San Joaquin County Office of Education's Project GLAD to Provide Training to Preschool Teachers During the 2017-2018 School Year.

Prepared by: Rocio Garcia, Coordinator of School Readiness

TRACY UNIFIED SCHOOL DISTRICT
1875 W. Lowell Ave., Tracy, California 95376

AGREEMENT FOR SPECIAL CONTRACT SERVICES

This agreement, by and between Tracy Unified School District, hereinafter referred to as "District," and SJCCE Project GLAD - Jacqueline Villines and Suzette Berhorst, hereinafter referred to as "Contractor," is for consultant or special services to be performed by a non-employee of the District. District and Contractor, herein named, do mutually agree to the following terms and conditions:

1. Contractor shall perform the following duties: Provide 2 full days of follow-up GLAD training on January 26th and March 2, 2018 for preschool teachers.

Contractor shall do all work, attend all meetings, produce all reports and carry out all activities necessary for completion of the services described in this paragraph (1) AND OR [the attached hereto and incorporated herein by this reference as Exhibit "A"]. This Agreement and its exhibits shall be known as the "Agreement Documents." Terms set forth in any Agreement Document shall be deemed to be incorporated in all Agreement Documents as if set forth in full therein. In the event of conflict between terms contained in these Agreement Documents, the more specific term shall control. If any portion of the Agreement Documents shall be in conflict with any other portion, provisions contained in the Agreement shall govern over conflicting provisions contained in the exhibits to the Agreement.

2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of two full days () | | HOURS | ☒ | DAYS, under the terms of this agreement at the following location Tracy Unified School District.
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
- a. District shall pay \$ 4,000 per | | HOUR | | DAY | ☒ | FLAT RATE, not to exceed a total of \$ 4,000. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
- b. District | | SHALL | ☒ | SHALL NOT reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the District, with rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ 0.00 for the term of this agreement.
- c. District shall make payment on a | | MONTHLY PROGRESS BASIS | ☒ | SINGLE PAYMENT UPON COMPLETION OF THE DUTIES and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.
4. The terms of the agreement shall commence on January 26, 2018, and shall terminate on March 2, 2018.
5. This agreement may be terminated at any time during the term by either party upon Thirty (30) days' written notice of termination delivered by certified mail, return receipt requested.

6. Amendments, changes or modifications in the terms of this Agreement may only be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.
7. Contractor shall contact the District's designee, Rocio Garcia, at () 209-830-3275 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.
8. Contractor enters into this Agreement as an independent contractor and not as an employee of the District. The Contractor shall have no power or authority by this Agreement to bind the District in any respect except as provided herein. Nothing in this Agreement shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Contractor are employees, agents, contractors or subcontractors of the Contractor and not of the District. The District shall not be obligated in any way to pay any wage claims or other claims made against Contractor by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Agreement.
 - a. CONTRACTOR shall be required to provide comprehensive general liability insurance coverage in the amount of one million dollars (\$1,000,000.00) combined single limit per occurrence; two million dollars (\$2,000,000.00) general aggregate. A separate additional insured endorsement shall be provided to include the DISTRICT and its officers, officials, employees, agents and volunteers as additional insured in the policy. It is agreed that insurance coverage provided by CONTRACTOR herein is endorsed as primary and noncontributory to any similar insurance or self-insurance carried by DISTRICT. The DISTRICT reserves the right to adjust its insurance requirements as needed.
 - b. Contractor ☐ WILL ☒ WILL NOT have significant contact with students. If applicable, proof of professional liability insurance, to include one million dollars (\$1,000,000.00) per occurrence for Sexual Abuse/Molestation is also required. If applicable, CONTRACTOR will comply with the provisions of Education Code 45125 regarding the submission of fingerprints to the California Department of Justice and the completion of criminal background investigations of the CONTRACTOR and/or its employees.

Contractor agrees to hold harmless and to indemnify District for:

Any injury to person or property sustained by Contractor or by any person, firm or corporation employed directly or indirectly by the Contractor or by any of the individuals participating in or associated with him or her, however caused; and any injury to person or property sustained by any person, firm or corporation, caused by act, neglect, default or omission of Contractor, or any person, firm or corporation directly or indirectly employed by Contractor upon or in connection with this Agreement, or any of the participants arising out of or in the course of their term of this Agreement, and Contractor at his or her own cost, expense and risk, shall defend any and all actions, suits or other legal proceedings that may be instituted against District for any such claim or demand, and pay or satisfy any judgment that may be rendered against District in any such action, suit or legal proceedings or the result thereof. Nothing herein provided shall be construed to require Contractor to hold harmless or indemnify District for liability or damages resulting from the negligence or willful act or omission of District or its officers, agents or employees.

9. This Agreement is for the personal services of the Contractor and Contractor may not assign the performance of the services to any person or persons who are not parties to this Agreement except for employees of Contractor. None of the services covered by this Agreement shall be subcontracted without the prior written consent of the District, which will not be unreasonably withheld. Contractor shall be as fully responsible to the District for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly

employed by them, as it is for the negligent acts and omissions of persons directly employed by Contractor.

10. Contractor certifies that his or her current employer, if any, is fully cognizant of this Agreement and that payments hereunder are not in conflict with any federal, state, or local statutes, rules or regulations or with any policies of Contractor's current employer. Contractor covenants that neither it, nor any of its employees, agents, contractors or subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Agreement, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. Contractor shall make all disclosures required by the District's conflict of interest code in accordance with the category designated by the District, unless the District determines in writing that Contractor's duties are more limited in scope than is warranted by the category designated by the District code and that a narrower disclosure category should apply. Contractor also agrees to make disclosure in compliance with the District conflict of interest code if, at any time after the execution of this Agreement, District determines and notifies Contractor in writing that Contractor's duties under this Agreement warrant greater disclosure by Contractor than was originally contemplated. Contractor shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the District.
11. District shall become the owner of, and entitled to, exclusive possession of all records, documents, graphs, photographic or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of the District. Proprietary materials will be exempted from this clause.
12. Contractor shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Agreement or the materials used or which in any way affect the conduct of the work.
13. Contractor shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship, or sexual orientation.
14. Contractor shall maintain and make available for inspection by the District and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Agreement are made to the Contractor.

AGREED:

Jacqueline Villino / [Signature]
Contractor's Name Title

IRS Identification Number

GLAD Consultants

Title

20354 Santa Fe Rd / 20654 Narcissus Rd.
Address

Escalon, Ca 95320 / Escalon, CA 95320

Tracy Unified School District

Date

01-9015-0-7110-2140-5800-340-2728, 01-9015-0-7110-2140-5800-430-2728 & 12-6127-0-7110-2140-5800-400-2726

Account Number to be Charged

Department/Site Approval

Budget Approval

Date Approved by the Board



TRACY
UNIFIED SCHOOL DISTRICT

EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent of Educational Services
DATE: January 11, 2018
SUBJECT: **Approve Out of State Travel for the Tracy High School Cheer Team and Coaches to Participate in the JAMZ Spirit Nationals in Las Vegas, NV on February 21-February 24, 2018**

BACKGROUND: The Tracy High (THS) Cheer team has qualified and has been invited to attend the JAMZ Spirit National's High School Cheer Competition in Las Vegas, Nevada on February 21–24, 2018. The THS Cheer team qualified for Nationals by participating in a local competition. Coach, Sheila Soares, Assistant Coach, Lauren Ortega, twenty-four (22) students and six (6) parent volunteers will attend this event. The team will be staying at the New Orleans Hotel. The team, coaches, parents and cleared volunteers will provide the teams' transportation. Parent volunteers will be District approved. Supervision will be provided by the coaches, parent volunteers and JAMZ Spirit Nationals event staff.

RATIONALE: The team has worked very hard to earn placement to participate in this event. This Agenda request aligns with District Strategic District #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 will not exceed \$5,000.00. The cost to cover this event will be paid by the Tracy High Cheer ASB account; which was earned by fundraising.

RECOMMENDATION: Approve Out of State Travel for the Tracy High School Cheer Team and Coaches to Participate in the JAMZ Spirit Nationals in Las Vegas, NV on February 21-February 24, 2018.

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



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent of Human Resources
DATE: January 23, 2018
SUBJECT: **Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment**

BACKGROUND:

CLASSIFIED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Chand, Prakash School Supervision Assistant	MVMS	12/12/17	Personal
Dellavalle, Michael Utility Person III	MOT	1/2/18	Personal
Leon, Mayra Elementary Attendance Clerk	North	1/31/18	Personal
Munira, Qurat Special Ed Para Educator I	Central	1/1/18	Accepted a Para position with additional hours
Oliva, Jane School Supervision Assistant	SWP	1/19/18	Personal
Pollard, Rachel Food Service Technician	Food Services	12/31/17	Accepted Secretary to the Director of Food Services position
Bray-Prather, Kelli School Supervision Assistant	Poet	1/5/18	Accepted a School Supervision Assistant position with additional hours

BACKGROUND:**CLASSIFIED RETIREMENT**NAME/TITLESITEEFFECTIVE
DATE

Jones, James
Bus Driver/Custodian/
Groundskeeper

MOT

12/30/17

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

Prepared by: Tammy Jalique, Associate Superintendent of Human Resources



TRACY
UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent of Human Resources
DATE: January 10, 2018
SUBJECT: Approve Classified, Certificated, and/or Management Employment

BACKGROUND:

Bray-Prather, Kelli

Cedillo, Rebeca

Fisher, Ashley

Munira, Qurat

Pollard, Rachel

CLASSIFIED

School Supervision Assistant (Replacement)
Poet Christian
Range 21, Step E - \$16.08 per hour
2 hours per day
Funding: General Fund

Para Educator I (Replacement)
Hirsch
Range 24, Step B - \$15.02 per hour
3 hours per day
Funding: Targeted EL

K-8 Library Technician (Replacement)
McKinley
Range 30, Step A - \$16.47 per hour
20 hours per week
Funding: State Lottery

Special Ed Para Educator I (Replacement)
Central
Range 24, Step D - \$16.47 per hour
6 hours per day
Funding: Special Education

Secretary to the Director of Food Services
Food Services
Range 40, Step C - \$22.85 per hour
8 hours per day
Funding: Child Nutrition – School Program

BACKGROUND:

de Lange, Tess

COACHES

Asst. Swim Coach
Tracy High
Stipend: \$3,719.15

RECOMMENDATION: Approve Classified, Certificated and/or Management Employment

Prepared by: Tammy Jalique, Associate Superintendent of Human Resources



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Education
FROM: Dr. Brian R. Stephens, Superintendent
DATE: January 15, 2018
SUBJECT: Adopt Resolution No. 17-15 Calling for Full and Fair Funding of California's Public Schools

BACKGROUND: California has the sixth largest economy in the world, and the largest Gross Domestic Product (GDP) of any state in the nation. Despite California's leadership in the global economy, the state falls in the nation's bottom quintile on nearly every measure of public K-12 school funding and school staffing. It ranks 45th nationally in the percentage of taxable income spent on education, 41st in per-pupil funding, 45th in pupil-teacher ratios and 48th in pupil-staff ratios.

RATIONALE: Despite its vast wealth, California has consistently underfunded public education while widening its scope, adding new requirements and raising standards without providing appropriate resources to prepare all students for college, career and civic life. Tracy Unified School District urges the State Legislature to fund California public schools at the national average or higher by the year 2020, and at a level that is equal to or above the average of the top 10 states nationally by 2025 and to maintain, at a minimum, this level of funding until otherwise decreed.

FUNDING: N/A

RECOMMENDATION: Adopt Resolution No. 17-15 Calling for Full and Fair Funding of California's Public Schools.

Prepared by: Dr. Brian Stephens, Superintendent.



**TRACY UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 17-15
Full and Fair Funding to California Schools**

WHEREAS, California has the sixth largest economy in the world, and the largest Gross Domestic Product (GDP) of any state in the nation; and

WHEREAS, despite California's leadership in the global economy, the state falls in the nation's bottom quintile on nearly every measure of public K-12 school funding and school staffing; and

WHEREAS, California ranks 45th nationally in the percentage of taxable income spent on education, 41st in per-pupil funding, 45th in pupil-teacher ratios and 48th in pupil-staff ratios; and

WHEREAS, K-12 school funding has not substantially increased, on an inflation-adjusted basis, for more than a decade; and

WHEREAS, under the Local Control Funding Formula (LCFF), state funding for K-12 schools has only this year recently returned to levels predating the Great Recession of 2007; and

WHEREAS, the modest revenue increases since the implementation of LCFF have been eroded by rapidly increasing costs for health care, pensions, transportation and utilities; and

WHEREAS, 58 percent of California's public school students are eligible for free and reduced-price lunch — 13 percent above the national average — and 23 percent of California students are English learners, more than twice the national average; and

WHEREAS, California's investment in public schools is out of alignment with its wealth, its ambitions, its demographics and the demands of a 21st-century education; and

WHEREAS, in 2007, a bipartisan group of California leaders commissioned a report titled Getting Down to Facts, which stated it would take an additional \$17 billion annually to meet the State Board of Education achievement targets for K-12 schools; and

WHEREAS, in 2016, a California School Boards Association (CSBA) report, California's Challenge: Adequately Funding Education in the 21st Century, updated the Getting Down to Facts data and determined that, adjusting for inflation, an additional \$22 billion to \$40 billion annually would be required to provide all public school students with access to a high-quality education; and

WHEREAS, California funds schools at roughly \$1,961 per student less than the national average, which translates to approximately \$3,462 per student when adjusted for California being a high-cost state; and

WHEREAS, California trails the average of the top 10 states by almost \$7,000 in per-pupil funding; and

WHEREAS, in *Robles-Wong v. State of California*, a group of plaintiffs led by CSBA argued that California’s school funding system violated Article IX of the State Constitution by denying all students access to an education that prepares them for economic security and full participation in our democratic institutions; and

WHEREAS, the California Supreme Court declined to hear the case by a 4-3 margin, prompting Justice Goodwin H. Liu to write: “It is regrettable that this court, having recognized education as a fundamental right in a landmark decision 45 years ago [*Serrano v. Priest* (1971) 5 Cal.3d 584], should now decline to address the substantive meaning of that right.”; and

WHEREAS, in order to prepare our students for participation in a democratic society and an increasingly competitive, technology-driven global economy, California must fund schools at a level sufficient to support student success; and

WHEREAS, despite its vast wealth, California has consistently underfunded public education while widening its scope, adding new requirements and raising standards without providing appropriate resources to prepare all students for college, career and civic life; and

WHEREAS, if California is to close opportunity and achievement gaps and create a public school system that offers consistently high levels of education, the State must provide schools with the resources to meet the needs of their specific populations;

NOW, THEREFORE BE IT RESOLVED, that the governing board of the Tracy Unified School District urges the State Legislature to fund California public schools at the national average or higher by the year 2020, and at a level that is equal to or above the average of the top 10 states nationally by 2025 and to maintain, at a minimum, this level of funding until otherwise decreed.

PASSED AND ADOPTED this 23rd day of January, 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



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent for Human Resources
DATE: January 8, 2018
SUBJECT: Adopt Resolution 17-13, Authorizing the Elimination of Certain Classified Positions Due to Lack of Work or Lack of Funds

BACKGROUND: Pursuant to Education Codes 45117 and 45114, the District administration is making a recommendation that will require the Governing Board of the Tracy Unified School District to eliminate certain classified positions due to lack of work or lack of funds.

RATIONALE: Elimination of certain classified positions are needed due to lack of work or lack of funds.

RECOMMENDATION: Approve Resolution 17-13, Authorizing the Elimination of Certain Classified Positions due to Lack of Work or Lack of Funds.

Prepared by: Tammy Jalique, Associate Superintendent for Human Resources



**TRACY UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 17-13**

**RESOLUTION FOR A REDUCTION IN CLASSIFIED STAFF DUE TO
LACK OF WORK/LACK OF FUNDS**

WHEREAS, Education Codes §45117 and §45114, Board Policy and the Collective Bargaining Agreement between the Tracy Unified School District and the California School Employees Association permit the Governing Board to eliminate the number of classified positions due to lack of work or lack of funds:

WHEREAS, the Governing Board of the Tracy Unified School District has determined that it shall be necessary to eliminate the following positions in the District not later than March 23, 2018 due to lack of work or lack of funds:

- a. Eliminate one (1) 6.5 hour/10 month IEP Para Educator I position.

NOW, THEREFORE, BE IT RESOLVED that as of the close of the business day on March 23, 2018, the above referenced classified positions shall be eliminated.

BE IT FURTHER RESOLVED, that the Superintendent, or Superintendent's designee, is authorized and directed to give notice to the affected classified employees pursuant to the District rules and regulations and applicable provisions of Education Code not later than sixty (60) days prior to the effective day of layoff as set forth above.

ADOPTED by the Governing Board of Tracy Unified School District on January 23, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Attested:

I certify that the foregoing resolution was adopted by the Board of Trustees of the Tracy Unified School District, County of San Joaquin, on the date shown above.

Clerk

Board of Trustees

Tracy Unified School District