

**NOTICE**  
**REGULAR MEETING OF THE GOVERNING BOARD**  
**TRACY UNIFIED SCHOOL DISTRICT**

**DATE: TUESDAY, SEPTEMBER 25, 2018**

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

**TIME: 6:15 PM Closed Session  
7:00 PM Open Session**

**A G E N D A**

- |   | <b>Pg. No.</b> |
|---|----------------|
| <b>1. Call to Order</b>   |                |
| <b>2. Roll Call – Establish Quorum</b><br>Board: D. Arriola, J. Costa, W. Gouveia, T. Guzman, G. Silva, J. Vaughn<br>Staff: B. Stephens, C. Goodall, S. Harrison, T. Jalique, B. Etcheverry   |                |
| <b>3. Closed Session:</b> 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. |                |
| <b>3.1 Administrative &amp; Business Services:</b> None.  |                |
| <b>3.2 Educational Services:</b>  |                |
| <b>3.2.1</b> Findings of Fact – #18-19/#06, #07   |                |
| <b>3.2.2</b> PE Exemption - 10317222  |                |
| <b>Action:</b> Motion__; Second__. Vote: Yes__; No__; Absent__; Abstain __  |                |
| <b>3.3 Human Resources:</b>   |                |
| <b>3.3.1</b> Release Probationary Classified Employees #UCL-309   |                |
| <b>Action:</b> Motion__; Second__. Vote: Yes__; No__; Absent__; Abstain __  |                |
| <b>3.3.2</b> Consider Public Employee/Employment/Discipline/Dismissal/Release   |                |
| <b>Action:</b> Motion__; Second__. Vote: Yes__; No__; Absent__; Abstain __  |                |
| <b>3.3.3</b> Conference with Labor Negotiator   |                |
| Agency Negotiator: Tammy Jalique  |                |
| Associate Superintendent of Human Resources   |                |
| Employee Organization: CSEA, TEA  |                |
| <b>4. Adjourn to Open Session</b>   |                |
| <b>5. Call to Order and Pledge of Allegiance</b>  |                |

**6. Closed Session Issues:**

**6a** Action on Findings of Fact – #18-19/#06, #07

**Action:** Motion \_\_\_; Second \_\_. **Vote:** Yes \_\_\_; No \_\_\_; Absent \_\_\_; Abstain \_\_\_\_.

**6b** PE Exemption - 10317222

**Action:** Motion \_\_\_; Second \_\_. **Vote:** Yes \_\_\_; No \_\_\_; Absent \_\_\_; Abstain \_\_\_\_.

**6c** Report Out of Action Taken on Release Probationary Classified Employees  
#UCL-309

**Action:** **Vote:** Yes \_\_\_; No \_\_\_; Absent \_\_\_; Abstain \_\_\_\_.

**7. Approve Regular Minutes of September 11, 2018.**

**1-7**

**Action:** Motion \_\_\_; Second \_\_. **Vote:** Yes \_\_\_; No \_\_\_; Absent \_\_\_; Abstain \_\_\_\_

**8. Student Representative Reports: Kimball High:** Gabriel Coronado; **West High:** Briana Mendez, Alexis Villela; **Tracy High:** Alyssa Barba.

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

**9.1** McKinley Elementary School Presentation

**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 from Tracy High Teacher, Erin McKay, on Attending Gene Editing Workshop

**10.2.2** Receive Report from Students on their Trip to Africa (DARE)

**11. Hearing of Delegations:** Anyone wishing to address the Governing Board on a non-agenda item may be heard at this time. Oral presentations shall be held to a reasonable length, normally not to exceed five (5) minutes. If formal action is required, the board may request that the item be placed on a future agenda and action will be taken at a future date. If information or a report is requested, the request for it must also be submitted in writing to the superintendent. (Please complete a yellow speaker's card).

**12. PUBLIC HEARING:**

**12.1 Administrative & Business Services:**

**12.2 Educational Services:**

**12.2.1** Conduct a Public Hearing to Determine Sufficiency of Textbooks and Instructional Materials for the Students of Tracy Unified School District (Item 14.2.1) **8**

- 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:**

- |               |   |              |
|---------------|---|--------------|
| <b>13.1.1</b> | Ratify Routine Agreements, Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda   | <b>9-10</b>  |
| <b>13.1.2</b> | 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 | <b>11-12</b> |
| <b>13.1.3</b> | Approve Entertainment, Assembly, Service, Business and Food Vendors   | <b>13-21</b> |
| <b>13.1.4</b> | Approve Accounts Payable Warrants (August, 2018)<br>Separate Cover Item   | <b>22</b>    |
| <b>13.1.5</b> | Approve Payroll Reports (June-July, 2018)   | <b>23-26</b> |
| <b>13.1.6</b> | Approve Revolving Cash Fund Reports (June-July, 2018)   | <b>27-28</b> |
| <b>13.1.7</b> | Ratify Measure B Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda   | <b>29-30</b> |

**13.2 Educational Services:**

- |               |  |              |
|---------------|--|--------------|
| <b>13.2.1</b> | Ratify Agreement for Special Contract Services for the Boys and Girls Club of Tracy to Provide Services to Monte Vista Middle School for the 2018-2019 School Year                   | <b>31-34</b> |
| <b>13.2.2</b> | Approve Out of State Travel for Five Bohn Elementary School Teachers and Administrators to Attend PLC at Work Institute in Las Vegas, NV on June 3-5, 2019                           | <b>35-36</b> |
| <b>13.2.3</b> | Approve Overnight Travel for the Kimball High School (KHS) Cross Country Team and Coaches to Attend the Mt. San Antonio College (SAC) Invitational in Walnut, CA October 18-21, 2018 | <b>37-43</b> |

**13.3 Human Resources:**

- |               |   |              |
|---------------|---|--------------|
| <b>13.3.1</b> | Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment | <b>44-45</b> |
| <b>13.3.2</b> | Approve Classified, Certificated, and/or Management Employment  | <b>46-47</b> |

- 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:**

- |               |  |           |
|---------------|--|-----------|
| <b>14.1.1</b> | Approve Schematic Design Plan for North Elementary School and Approve Moving Forward with Design Development and Construction Documents (presentation) | <b>48</b> |
|---------------|--|-----------|

**Action:** Motion\_\_\_; Second\_\_\_. **Vote:** Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_

**14.2 Educational Services:**

**14.2.1** Adopt Resolution #18-08: A Declaration That There Are Sufficient Textbooks and Instructional Materials for the Students of Tracy Unified School District **49-55**

**Action:** Motion\_\_\_; Second\_\_\_, Vote: Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_

**14.2.2** Acknowledge Administrative Regulation (AR) 5117 Interdistrict Attendance (Second Reading) **56-61**

**Action:** Motion\_\_\_; Second\_\_\_, Vote: Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_

**14.2.3** Adopt Board Policy (BP) 5117 Interdistrict Attendance (Second Reading) **62-65**

**Action:** Motion\_\_\_; Second\_\_\_, Vote: Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_

**14.3 Human Resources:**

**14.3.1** Approve Resolution No. 18-07 Authorizing Teachers to Teach Outside Their Credential Authorization **66-68**

**Action:** Motion\_\_\_; Second\_\_\_, Vote: Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_

**14.3.2** Acknowledge Receipt of Tracy Educators Association's (TEA) Sunshine Proposal for the 2019-2020 School Year **69**

**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** October 9, 2018

**17.2** October 17, 2018 – Special Meeting

**17.3** October 23, 2018

**17.4** November 13, 2018

**17.5** December 11, 2018

**18. Upcoming Events:**

**18.1** October 22, 2018 Parent/Teacher Conferences, No School

**18.2** November 12, 2018 Veteran's Day, No School

**18.3** November 19-23, 2018 Thanksgiving Break, No School

**18.4** December 21 – January 4, 2019 Winter Break, No School

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, September 11, 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 (Late to meeting)  
Staff: B. Stephens, S. Harrison, T. Jalique, C. Goodall, B. Etcheverry
- 7:03 PM** 5. President Silva called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.  
A moment of silence was held for all those affected by September 11<sup>th</sup>.
- Closed Session:** 6a Finding of Fact – #18-19/#02, #18-19/#03, #18-19 #04, #18-19/05  
**Action:** Gilbert, Guzman. **Vote:** Yes -6; No-0; Absent-1(Vaughn)  
6b Report Out of Action Taken on PE Exemption - 10345138  
**Action:** Approved. **Vote:** Yes-7; No-0.  
6c Report Out of Action Taken on Consider Non-Paid Leave of Absence  
Request for Classified Employee #UCL- 308, Pursuant to Article XXIII  
**Action:** Approved. **Vote:** Yes-7; No-0.
- Minutes:** 7. **Approve Regular Minutes of August 28, 2018**  
**Action:** Arriola, Gouveia. **Vote:** Yes-5; No-0; Absent-1(Vaughn);  
Abstain-1(Guzman)
- Employees Present:** A. Gossett, L. Nelson, R. Call, B. Carter, J. Nott, T. Serrano-Quijada, L. Blanchard, J. Davis, R. Pecot, E. Quintana, M. Hepner, M. Petty, D. Sprecksel, T. Quintana, J. Stocking, D. Roberson, S. Williams, D. Voller, M. Hill, C. Carlfeldt, G. Gualco, J. Wimberley, A. Irizarry, J. Baker
- Press:** D. Rizzo, Tracy Press
- Visitors Present:** R. Ray, S. Voress, M. Kelley, A. Santiago, J. Estrada, V. Martinez-Mota, T. Maya, R. Leighton, M. Price, B. Carino, A. Gonzalez, S. Ramirez, J. Aguilar
- Student Rep Reports:** 8. **Tracy High FFA:** Madison Kelley and Anthony Santiago reported that they have 429 members which is an increase of 50 from last year. This summer 39 students attended ag fest showing sheep, goats, dairy, pigs and small animals. The officer team met for dinner to plan the year. They had a candle fundraiser and their first meeting with 160 members attending. They hosted the freshman BBQ to welcome them to the ag department. The chapter officer leadership training is this weekend in Modesto. They have 5 teams training for the speech contest opening and closing ceremonies and are excited to have so many students attending. One of

the students has a garden project and the produce will be harvested and sold.

**West High FFA:** Renae Leighton, Jocelyn Estrada, Veronica Martinez-Mota, and Tatiana Maya each introduced themselves and their position. They are doing various things such as raising chickens to sell and show at the fair, impromptu and ag sales, and job interview team. They will have a tri tip dinner sale for \$35.00 that includes salad, 4 cookies and 4 rolls. The sales close Thursday and pickup is between 3:00 and 6:00. The Fall Festival caters towards younger kids in our community and will be held on October 20<sup>th</sup> from 12-4:00 pm in the school garden.

**Recognition & Presentations:**

**9.1 Villalovoz Elementary School Presentation**

Principal, Erin Quintana, and Assistant Principal, Derek Sprecksel presented a power point on their team and showed a video where teachers and students spoke about their school. Teachers are working with common goals through PLCs. PLCs is a process where teachers are given a time for grade level teams to come together and analyze how to get students moving forward. Through staff efforts, each student will have a positive, productive and challenging experience at Villa.

Tracy High child care class is partnering with Villalovoz. Tracy High Students shadow the Villa teachers and help support the Villa students. Students active in Panda Paws are student leaders who help the community. Math Olympiad promotes problem solving skills, builds self-esteem and increases test scores. The Parent Faculty Club has parents working together as a team with teachers. They fundraise and make sure everyone works together to fill the needs of students. They have craft night, a talent show, and Parent Café where they help support kids academically and practice English.

**Information & Discussion Items:**

**10.1 Administrative & Business Services:** None.

**10.2 Educational Services:**

**10.2.1** Receive Report on the 2018 Summer Bridge Program

Director of Continuous Improvement, State and Federal Programs, Julianna Stocking, presented a power point on the Summer Bridge Program. This is the 2<sup>nd</sup> year at each of the high schools. It is for incoming 9<sup>th</sup> graders and helps them adapt to the high school culture, study skills and fun engaging projects which creates student success. She reviewed the administrators and teaching staff at each high school and the daily schedule, which included breakfast. Their day includes high school cultures, study skills, fun projects, team building/goal setting lunch and reflection. They showed pictures of students participating in team building activities. Jeff Baker and Tony Irizarry spoke about the program. They offer after schoolwork on Tuesdays and Thursdays with great follow through. Students are getting extra study skills and learning how to cope better. There is an average of 50 students on a regular basis. They are putting resources together and seeing regular response from students and they are taking advantage of supports. There is a quarterly check-in and having end of quarter check-in to keep parents engage as well.

The program offers academic support and tutorial service. They are



leveraging the AVID, AP and IB students to assist in tutoring. It also builds relationships student to student. Bridge teachers have leveraged their colleagues and other teachers are now helping with tutorials. They are starting parent workshops and working with parent liaisons. Students will continue with monthly counselor check-in. They just held their first all counselor meeting where all in the district attended and worked together. Some students are participating in a pilot freshman seminar at West High who need intensive support throughout the day. They were spotlighted in *Outlook*, a San Joaquin County Office of Education publication. They had an exit survey that will be emailed in the Friday Memo. Students said the program helped them make friends and not feel nervous. They wanted more time to visit the campus and specific classrooms. They are always looking to better our program for next year. Students described teachers as cool, lit, etc. and were very positive about the college tour. The report shows the number of students and where they attended 8<sup>th</sup> grade. 155 students responded to the survey.

James Vaughn joined the meeting at 7:26 pm

- 20.2.2** Receive Report on Special Education Programs and Services
- Associate Superintendent of Human Resources, Tammy Jaliq, and Special Education Program Administrator, Jason Davis and Behavior Specialist, Laura Blanchard gave a presentation on the special ed program. Mr. Davis presented the power point which reviewed our schools and the various programs and services at each site. TUSD serves over 2000 students with disabilities which is about 11% of our total enrollment. The IEP should be tailored to help children make progress and will determine what services are appropriate. Students should be included in regular education to the maximum extent that is appropriate. When decisions are made to remove students, it is done by a team and the parent. TUSD has 32 resource specialists that includes push in and pull out support, paras and support based on IEP goals. There are currently 45 special day classes offered from Pre-k through young adult. When students are moved from an SDC to a regular class it is based on IEP decisions and the support is based on their needs. He reviewed the county operated SDC classes and the more specialized interventions they can provide. Students can be referred to county programs in areas of specialization including autism, visual impairment and hard of hearing. Non-public schools serve approximately 34 of our students with the goal for students to make progress. These programs cost are much more expensive. The cost associated with these services is about \$1.5 million dollars for these 34 students, which is approximately \$50,000 per student plus transportation costs. The district contributes about \$18 million dollars towards this cost, because funding falls short. We offer a robust preschool program and assess and identify students before age 3 so we can intervene. Compared to other districts in the area, we have a very substantial program and we should be proud of it. TUSD also provides teletherapy as well as on site speech services. The behavior intervention services team focuses on teaching social skills, teacher

consultation, and classroom management support. Students also receive mental health services which includes the Second Step program, counseling by our school psychologists and counseling by Valley Community Counseling. We offer a great young adult program and work with the county workability program where students can get experience, earn money and get job skills. All of our students aged 16 and up have secondary transition goals and services. Targets were reviewed and TUSD is working on student achievement in ELA and math. We involve parents in the development of their child's IEP. The county SELPA has a Community Advisory Committee which is a resource for parents. We have 2 parent representatives and also has fliers if interested in learning more about this committee.

**Hearing of Delegations**

**11.** Rebecca Ray of Barnes and Noble commented that she enjoyed the West High JROTC and moment of silence. They did a great job. She is here tonight to partner with our schools. They have raised thousands of dollars for books. She wants to help and will be reaching out to parents, teachers and students. They offer all TUSD educators to sign up for a free educator card for extra discounts. They support early literacy and have a "My favorite teacher contest". Submissions are judged in March. She also wanted to let us know of a family resource and referral program. You call 211 and are connected to a live person if in need.

**Public Hearing:**

**12.1 Administrative & Business Services:** None.

**Consent Items:**

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

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

**13.1 Administrative & Business Services:**

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

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

**13.1.4** Accept the Parent Organization/Booster Club Applications Submitted for the 2018/19 School Year

**13.2 Educational Services:**

**13.2.1** Approve Out of State Travel for Educational Services Staff to Attend the Learning Forward Annual Conference in Dallas, Texas on December 1 - 5, 2018

**13.2.2** Approve Agreement for Special Contract Services with Annette Bommarito, Representative for the SPARKS Program to provide Certified trainers for Professional Development to Physical Education (PE) Teachers for the 2018-2019 School Year

**13.2.3** Approve Women's Center Youth and Family Services to Provide Parenting Classes to TUSD Schools during the 2018-19 School Year



- 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** Adopt Resolution #18-06, Recertifying the Appropriation “Gann” Limits for the 2017/18 School Year for Tracy Joint Unified School District (Separate Cover Item)  
**Action:** Arriola, Gouveia. **Vote:** Yes-7; No-0. \_
- 14.1.2** Approve Memorandum of Understanding Between the Tracy Unified School District, Tracy Learning Center on behalf of Primary Charter School and the State Allocation Board and the California School Finance Authority (Separate Cover Item)  
**Action:** As amended. Vaughn, Guzman. **Vote:** Yes-7; No-0. \_\_\_\_
- 14.1.3** Approve the Unaudited Statement of Receipts and Expenditures for the 2017-2018 Fiscal Year (Separate Cover Item)  
**Action:** Gouveia, Gilbert. **Vote:** Yes-7; No-0. \_\_\_\_
- 14.2 Educational Services:**
- 14.2.1** Acknowledge Administrative Regulation (AR) 5117 Interdistrict Attendance (First Reading)  
**Action:** Gouveia Costa. **Vote:** Yes-7; No-0. \_
- 14.2.2** Adopt Board Policy (BP) 5117 Interdistrict Attendance (First Reading)  
**Action:** Arriola, Vaughn. **Vote:** Yes-7; No-0. \_\_\_\_
- 14.3 Human Resources:**
- 14.3.1** Approve Variable Term Waivers for Special Education Teachers – Added Authorization in Special Education (AASE); Orthopedic Impairment  
**Action:** Gilbert, Arriola. **Vote:** Yes-7; No-0. \_\_\_\_
- 14.3.2** Approve Tentative Agreements with the Tracy Educators Association (Separate Cover Item)  
  
Jacqui Nott commented that the TEA executive board met today and wanted to acknowledge and thank the district for the teamwork and relationship that produced the tentative agreements tonight. Teachers are thankful that this was done so early in the school year and it is appreciated.  
**Action:** Vaughn, Costa. **Vote:** Yes-7; No-0.
- 14.3.3** Approve New TSMA Salary Agreement (Separate Cover Item)  
**Action:** As amended. Gouveia, Guzman. **Vote:** Yes-7; No-0. \_\_\_\_
- 14.3.4** Approve Superintendent’s Contract (Separate Cover Item)  
**Action:** Costa, Gilbert. **Vote:** Yes-7; No-0.
- 14.3.5** Approve Declaration for a Provisional Internship Permit  
**Action:** Gilbert, Arriola. **Vote:** Yes-7; No-0.

**Board Reports:**

Trustee Costa thanked Julie for putting together the Bridge Program report. It’s in its 2<sup>nd</sup> year and it is amazing the things that the kids are able to accomplish once

given the opportunity and direction. She thanked the administrators, teachers and district office that put it together. It's a great program. Trustee Vaughn wanted to piggy back on what Trustee Costa said. He thanked Ms. Stocking for her hard work and dedication in getting our kids connected. It makes a big difference. He also thought Mr. Davis did an excellent job and it was a thorough report, one of the best he has seen. He congratulated all of our teachers on reaching the Tentative Agreements. It's a great step in the right direction and is glad to see that happen at the beginning of the year. He wants all of our teachers to be happy throughout the school year. He attended the Kimball High powder puff game last night. It was held at the West High field and the junior girls pulled it off at the end. It was fun to watch and to see his son as one of the cheerleaders. He went to the College Bound meeting last Saturday and that was well attended. Ms. Stocking was there to support as well. He thanked a few of the parents that are in the audience tonight for taking time to come out. He appreciates all that parents do to support our students. He also apologized for his tardiness as he had a class tonight and a webinar. Trustee Gouveia commended the special education program, the Bridge Program and TEA. It's nice to see mutual respect on this board. We hear you and like to see the best for all. At the parks meeting they reviewed the new proposed and revised program for facility use and the restrooms at Legacy Fields are being worked on. Trustee Guzman also thought all of the reports were very good. He congratulated TEA and the district for working together. He also commended the FFA programs for Tracy and West. These programs continue to grow and are very successful. He attended the facilities committee meeting. There are several projects. Clover School buildings are coming up and their high school may be moving in during winter break. Central is coming along and may be completed in the spring of 2019. North School is another project coming up. He attended the TLC meeting and they are very excited about moving in and they have their homecoming on October 3<sup>rd</sup>. Trustee Arriola congratulated the teachers for this accomplishment. He believes that collective bargaining has done a lot for this country. He thanked Julie for the Bridge Report and Mr. Davis for the special ed presentation. Both were excellent. He had the opportunity to attend a 911 dinner raising money for local non-profits. It was a great event. During 911 he was a 6<sup>th</sup> grader and remembers seeing it on the news. Trustee Gilbert appreciated the opportunity for silence for 911. She was working as a nurse in Wyoming in the operating room. It was devastating to watch and affected so many people. Our democracy is better off because we are more aware of what's going on. she thanked the teachers for the tentative agreements. The Bridge Program is fantastic and getting better. She appreciated the special ed presentation. Her family came to Tracy in 1985 and had 5 children. One of the reasons she ran for the board was because she was concerned about special ed. Her son had graduated in Samoa and since past away but her other son is doing very well. After tonight, this will be her last night as a school board member. Her family is moving out of state. She would like to thank the members of the board who she has served with for their insight, services and skills. She also thanked cabinet. They truly have the best interest of the students at heart. She thanked Dr. Stephens. She has learned how to be a team member and how to collaborate. They don't always agree and sometimes we need to be seen and not heard. She appreciates each member of the board and appreciates the district for allowing her to serve the public. She will miss it. Trustee Silva commented that getting to know Trustee Gilbert and watching her grow as board member has been a great experience. She brought an important and

heartfelt perspective to the board. We wish her the best in the future. He appreciated all of the presentations tonight. Mr. Davis and Ms. Jalique have come into a program that was experiencing some difficulties and there was a tough road ahead. The presentation was very good and detailed and looks like we are moving in the right direction. He appreciates the efforts they have both put into this. The Bridge Program is a wonderful program and a big win for the district. He is happy and pleased with its progress. He thanked TEA and congratulated them on the contract and for collaborating and making that happen early in the year. He attended the facilities meeting and thanked Bonny, Orlando and Anthony for their work. Compared to 10 years ago, our campuses are looking great. He attended the West and Kimball game and the Ceres game. On 911 he was driving on the Altamont pass listening to the radio. He realized we were under attack and thought about turning around and going home. If he did that he would have let them win and he wasn't going to do that and ended up going to work. It is important that we remember that day and the people who sacrificed so much to allow us to do our jobs.

**Superintendent  
Report:**

Dr. Stephens thanked TEA for the agreement. He recognized and thanked Jacqui Nott. They sat down and in a matter of moments were able to work out the deal. It's been a great relationship. He also thanked Trustee Gilbert for being a board member. He has been blessed in getting to know her and the quality person she is. He wished her family good luck. We will be filing the position and have a process to do so. We will post the vacancy on our websites, Facebook pages and the Tracy Press. Applications will be due October 4th and there will be a special board meeting on October 17<sup>th</sup>. If you have questions, please contact my office.

**Adjourn: 9:00 pm**

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Dr. Sheila Harrison, Associate Superintendent of Educational Services  
**DATE:** September 13, 2018  
**SUBJECT:** **Conduct a Public Hearing to Determine Sufficiency of Textbooks and Instructional Materials for the Students of Tracy Unified School District**

**BACKGROUND:** California Education Code 60119 (as amended by Statutes of 2012, Chapter 668, Section 3, effective January 1, 2013) requires that the governing board hold an annual public hearing regarding the sufficiency of instructional materials encouraging the input of parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders. The public hearing is held to determine whether “each pupil in each school in the District has sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted pursuant to Section 60605 in each of the following subjects, as appropriate, that are consistent with the content and cycles of the curriculum framework adopted by the State Board:

- (i.) Mathematics
- (ii.) Science
- (iii.) History-Social Science
- (iv.) English/Language Arts, including the English Language Development component of an adopted program.”

**RATIONALE:** The public hearing requirement is one component of the state audit guide. This item aligns with District Strategic Goal #1: Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or careers.

**FUNDING:** No cost to the District.

**RECOMMENDATION:** Conduct a Public Hearing to Determine Sufficiency of Textbooks and Instructional Materials for the Students of Tracy Unified School District.

**Prepared by:** Dr. Debra Schneider, Director of Instructional Media Services and Curriculum



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** September 7, 2018  
**SUBJECT:** **Ratify Routine Agreements, Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda**

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

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

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

**FUNDING:** Per attached summary of requisitions.

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

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

**BUSINESS SERVICES  
FACILITIES DEVELOPMENT DEPARTMENT  
SEPTEMBER 25, 2018  
SUMMARY OF SERVICES**

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A. Vendor: Community Medical Centers, Inc.  
Site: North School and Central School  
Item: Memorandum of Understanding  
Services: On-site dental care to students through the Virtual Dental Home System.  
Community based registered dental hygienists will provide care and collaborate with dentists using tele-dentistry technology.  
Cost: No Cost to the District  
Project Funding: N/A

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B. Vendor: AMS.Net, Inc.  
Site: Poet-Christian School  
Item: Quote-Ratify  
Services: Valcom enhanced IP application server necessary for new Valcom clock, bell, speaker system.  
Cost: \$7,077.75  
Project Funding: Unrestricted General Fund/Deferred Maintenance

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C. Vendor: RGM & Associates.  
Site: Tracy High School-Parking Lot Expansion  
Item: Exhibit E- Ratify  
Services: Construction management services to assist the district with planning, design, bidding, construction management for the abatement and demolition of the stereo shop.  
Cost: \$12,740.00  
Project Funding: State School Building Fund (SSBF) project savings

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# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** August 24, 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:

Tracy High School:

1. Tracy Unified School District/Tracy High School: From Jacqueline Erceg for the amount of \$500.00 (ck. #9572). This donation will benefit Tracy High School's Future Farmers of America (FFA) program and it has been made in memory of Marc Marchini.
2. Tracy Unified School District/Tracy High School: From Marchini Ag for the amount of \$500.00 (ck. #034567). This donation will benefit Tracy High School's Future Farmers of America (FFA) program and it has been made in memory of Marc Marchini.

Villalovoz Elementary School:

1. Tracy Unified School District/Villalovoz Elementary School: From the Villalovoz Parent Faculty Club, forty-four (44) HP Pro Book II laptops with accessories, at a total value of \$25,700.00. This donation will benefit the staff and students of Villalovoz.

West High School:

1. Tracy Unified School District/West High School: From Get Real Behind the Wheel for the amount of \$3,000.00 (ck. #845). This donation will be used towards a College Caravan trip.

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



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

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

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



# BUSINESS SERVICES MEMORANDUM

**TO:** Brian R. Stephens, Superintendent  
**FROM:** C. Goodall, Associate Superintendent for Business Services  
**DATE:** September 12, 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

**Vendor names are listed by the insured name of the vendor and not the program name**

**↓ This list of Approved Vendors confirms verification of insurance coverage only! ↓**

**Board Approval based on insurance remaining current!**

**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. **FLAMES ARE PROHIBITED INDOORS ON DISTRICT PROPERTY - SEE SPECIFICS IN FOOD VENDOR BELOW!**

**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. Most DJ's have photo booths and will own the pictures. The pictures can be placed on their website or social media which is a violation of policy.**

**↓ REQUESTING VENDORS FOR BOARD APPROVAL ↓:**

<b>Board Approved</b>	<b>Vendor Name</b>	<b>Insurance Expiration</b>
	<b>The Echo Hero Show</b> - topics enforced through songs can include not littering, recycling, food waste, saving water, energy efficiency and using reusable items. Brett Edwards, (888) 482-3885, echoheroshow@gmail.com. No website.	8/22/2019
<b>Board Approved</b>	<b>Vendor Name</b>	<b>Insurance Expiration</b>
3/13/18	<b>Play-Well TEKnologies</b> - Lego building and inventing for core engineering and confidence. Lauren Yee (510) 227-9378, lauren@play-well.org, www.playwell.org. <b>CONTRACT REQUIRED PRIOR TO OCCURRENCE.</b>	10/1/2018
12/12/17	<b>Jackman Enterprises- Funflicks</b> - outdoor inflatable screen for movie night. Paul Jackman-(844) 556-6843, pauljackman@funflicks.com. <b>Www.funflicks.com FOR MOVIE PROJECTOR USE ONLY!</b>	10/13/2018
4/8/14	<b>UNeed2</b> - help student build a computer. Lynda Hawkins - 662-1188 or Eric Hawkins - 510-952-1473, ehawkins@sbcglobal.net, lyndahawkins@sbcglobal.net, www.uneed2.org	10/20/2018
4/2/11	<b>Marquis Entertainment</b> , DJ, lighting, karaoke (209) 951-1982, enmar3@yahoo.com; www.marquisentdjs.com	10/20/2018
9/8/15	<b>Tracy Crime Stoppers</b> - 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

Board Approved	Vendor Name	Insurance Expiration
2/11/14	<b>World of Wonders Science Museum (WOW)</b> , Teaches various science topics. Beth Fox - 368-0969, beth@wowsciencemuseum.org, www.sciencemuseum.org	12/1/2018
4/25/16	<b>Delta Sigma Theta Sorority</b> - Girls Empowerment Conference. Tanya Vaughn -(510) 909-4655, Tanya.Vaughn@pro.sccgov.org Dana Cooper - 640-9127, d_goodwill@yahoo.com, www.TracyAreaDeltas.com	12/1/2018
2/11/14	<b>World of Wonders Science Museum (WOW)</b> , Teaches various science topics. Beth Fox - 368-0969, beth@wowsciencemuseum.org, www.sciencemuseum.org. Insurance requires written contract.	12/1/2018
5/22/18	<b>Stuntmasters</b> - BMX Impact Show, John Parker, john@bmsimpact.com, (888) 269-9919, www.stundmasterinc.com. CONTRACT REQUIRED PRIOR TO OCCURRENCE.	12/19/2018
8/12/14	<b>Tracy Chamber of Commerce: "Hire Me First"</b> 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	<b>Kaiser Permanente</b> - 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	<b>Mobile Ed Productions</b> - 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
1/23/18	<b>DJ Glenn Black Jr.</b> - DJ PA System, Mixer (or DJ controller), dance floor lighting, uplighting (decor lighting), etc. Glenn Black, (209) 483-3367, glennbproductions@yahoo.com, www.djglennb.com	1/4/2019
3/12/13	<b>Entourage Events SF</b> - DJ & lighting Services and Photo Booth, Derek Mizuno, 510-921-4373, booking@entourageeventssf.com. Find them on Yelp & Facebook. Parental permission for pictures of students.	1/16/2019

Board Approved	Vendor Name	Insurance Expiration
10/11/11	<b>Main Street Music</b> - Ken & Diana Cefalo, kencefalo@yahoo.co, dcefalo@sbcglobal.net,	1/17/2019
9/13/11	<b>California Weekly Explorer, Inc.</b> History Programs, Barry Hovis, 714-247-2250, barrycwe@aol.com, info@californiaweekly.com, www.californiaweekly.com	2/1/2019
8/25/09	<b>Soul Shoppe</b> - Focus on building character & creating bully-free schools. Shawna Jones, Shawna@soulshoppe.com, Phone: 510-338-3231, www.soulshoppe.com	2/1/2019
10/11/11	<b>Rumors Productions Company</b> - Karaoke, DJ, children parties, live sound & music, live band, line dancing lessons & game show night. Contact Jenna Teyshak or Jon Tyner - 640-8000, jenna@rpcdj.com, www.rpcdj.com. No pictures of students without parental permission.	2/2/2019
3/13/18	<b>Apex Fun Run</b> - a run based character & leadership fundraiser. Jenna Martinez, (408) 772-3409, jennam@apexfunrun.com, www.apexfunrun.com. STAKES IN GRASS PROHIBITED. SAND BAGS CAN BE USED TO HOLD DOWN ITEMS BUT ONLY ALLOWED FOR ONE DAY. CONTRACT REQUIRED PRIOR TO OCCURENCE.	2/5/2019
11/13/07	<b>Lonny Johnson - Ancient Artifacts</b> - John Tacha or Terry Lyman 800.255.0084, (FIRE SHOW OR WEAPONS NOT ALLOWED). bureau@assemblyline.com. www.assemblyline.com/index.html	2/5/2019
3/13/18	<b>Rob Holladay Show</b> - Bye Bye Bully Show, Rob Holladay, (912) 409-7263, therobholladayshow@gmail.com, www.amazingschoolshows.com. CONTRACT REQUIRED PRIOR TO OCCURRENCE.	2/28/2019
9/12/17	<b>Balaji Consulting -Mathnasium</b> - Math tutors offering Math Night with Math games. Pratima Murarka - 650-0345 or tracy@mathnasium.com, www.mathnasium.com/tracy CONTRACT REQUIRED PRIOR TO OCCURRENCE	3/13/2019

Board Approved	Vendor Name	Insurance Expiration
1/24/17	<b>Emergency Food Bank:</b> 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	3/22/2019
4/12/11	Event Planning, Professional Sound and Audio. Dave Tillman 209-275-0226, www.lmgattractions.com No pictures of students without parental permission. CONTRACT REQUIRED PRIOR	4/1/2019
5/28/13	<b>Gallo Center for the Arts</b> , Bullying Prevention Performance, "The Bully Buster Rides Again". Raul Garcia, 338-5020, rgarcia@galloarts.org, www.galloarts.org	4/9/2019
8/11/15	<b>Scott Backlovich Communications</b> - Motivational speaker for teens for Leadership Conferences, HS & Middle School Assemblies, Teen Summit Programs, Back-to-School Orientations. Scott Backlovich-484-3841. scott@scottbacklovich.com, www.scottbacklovich.com	4/21/2019
3/27/18	<b>Bricks 4 Kidz</b> - STEM educational activities for kids age 3-13, where they play with LEGO® Bricks. Our unique model plans are designed by engineers and architects. Themes, construction, provide building blocks for educational play. Sally Studebaker-(925) 595-3934, sstudebaker@bricks4kidz.com, www.brick4kidz.com/356. Vendor does not have a contract. must use TUSD Contract Services Agreement.	4/30/2019
2/12/08	<b>Sparkles the Clown</b> , Terry Donaldson - 835-8383, www.sparklesdelight.com	5/1/2019
2/12/08	<b>Ravioli the Clown</b> - Denis Martinez - 835.3535, www.raviolitheclown.com	5/1/2019
2/23/10	<b>All for KIDZ, Inc.</b> Producers of <b>THE NED SHOW-character education program</b> . Customercare@allforkidz.com, www.thenedshow.com1-877-872-9696 x101	5/4/2019
5/22/18	<b>Bucketfillers for Life</b> - character education assemblies, student workshops, parent workshops, and professional development. Kelly Nickel, (530) 941-5207, kellynickel@bucketfillersforlife.com, www.bucketfillersforlife.com.17 CONTRACT REQUIRED PRIOR TO OCCURRENCE.	5/22/2019

Board Approved	Vendor Name	Insurance Expiration
11/8/16	<b>Lifetouch National School Studios</b> - Student photos and photo booths through Lifetouch only. Corena Allen, (916) 526-0406, callen@lifetouch.com. Does not include DJ services.	6/30/2019
4/23/13	<b>SJ County Child Abuse Prevention Council</b> - " <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	7/1/2019
12/12/17	<b>Booster Enterprises</b> - 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.	7/1/2019
3/8/11	<b>Dr. Andrew Trosien, DDS.</b> Oral Hygiene Instructions. Call Megan or Julie at 833-1240	7/1/2019
4/11/17	<b>Pediatric Dentistry/Orthodontics - Dr. Solomon.</b> (925)447-1377. majrod@icloud.com, Wwww.livermorekidsdentist.com	7/1/2019
3/27/18	<b>Keep it Movin Entertainment</b> - DJ Services - Dave Reyes, (408) 645-9460, yourfavoritedjs@keepitmovinent.biz, www.keepitmovinent.net. Vendor does not have a contract. must use TUSD Contract Services Agreement.	7/9/2019
2/10/15	<b>Musson Theatrical</b> - specializes in providing theatrical lighting, sound, scenery, and special effects. Bob Downs - 800-843-2837, bdowns@musson.com, www.musson.com	8/1/2019
10/24/17	<b>City of Stockton - SJ County Library</b> - 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	<b>Dairy Council of CA Mobile Dairy Classroom</b> , Leona Bettencourt, 916-263-3560 x413, ibettencourt@dairycouncilofca.org. Wwww.dairycouncilofca.org. <b>Must follow Animal Policy Guidelines AR 6163.1</b>	Insurance not required if supervised by certificated employee



<b>Board Approved</b>	<b>Vendor Name</b>	<b>Insurance Expiration</b>
12/10/13	<b>SJ Vector Control</b> - Aaron Devencenzi - 982-4675, adevencenzi@sjmosquito.org. Field trip in your classroom. Mosquito and tick presentation.	Insurance not required if supervised by certificated employee
2/15/17	<b>Tracy Public Library</b> - Literacy Parent Education. Stella Beratlis, 937-8221, stella.beratlis@stocktonca.gov	Insurance not required if supervised by certificated employee
10/9/07	<b>Sandia Labs</b> Joel Lipkan - jlipkin@comcast.net	Insurance not required if supervised by certificated employee

Board Approved	Vendor Name	Insurance Expiration
<p style="text-align: center;">↓ <b>APPROVED FOOD VENDORS</b> ↓  <b><i>SORTED BY INSURED NAME AND EXPIRATION DATE</i></b></p>		
<p style="text-align: center;"><b>VENDOR AUTOMOBILE'S ARE NOT ALLOWED TO DRIVE AND PARK ON CAMPUS.  ALL VEHICLES MUST PARK IN DESIGNATED PARKING PLACES!</b></p>		
<p>[This list of Approved Food Vendors is for insurance verification only. It does not supersede the approval required for food sales through food services or replace the standard facility use process] No food sales until 30 minutes after school.</p>		
10/13/09	<b>Famous Dave's BBQ Catering:</b> 3162@sribs.com, 833-6337. www.famousdaves.com. No food sales until 30 minutes after school.	10/1/2018
10/25/11	<b>Mi Espiranza</b> - Restaurant Catering. Call Omar Mendoza and Candida Ramiriz at 832-3020. No food sales until 30 minutes after school.	10/15/2018
11/14/17	<b>Smokin Hot Meats N Treats</b> - Food truck - Doug & Rita Westby. (510) 364-5070, smokinhotmeatsntreats@gmail.com, www.smokinhotmeatsntreats.com. No food sales until 30 minutes after school.	11/27/2018
12/8/09	<b>Texas Roadhouse-</b> Ed Ferro, (209) 607-5788, trh_catering@ultrasteak.com or TXRH_Cater@TexasRoadhouse.com. Restaurant direct: 830-1133. No food sales until 30 minutes after school.	12/1/2018
3/11/2014	<b>Taqueria La Mexicana-</b> Mobile Truck Catering for restaurant on 11th street only. Letty 610-1871, letty25045@hotmail.com. No food sales until 30 minutes after school.	3/21/2019
11/12/12	<b>Menchie's Frozen Yogurt,</b> Adele Boch, 612-5285, adelebloch@yahoo.com, www.menchies.com. No food sales until 30 minutes after school.	6/5/2019
8/11/2015	<b>Kona Ice of Tracy</b> - Shaved Ice drinks. Lisa Duncan, (209) 597-8760, dduncan@kona-ice.com, www.kona-ice.com. No food sales until 30 minutes after school. Vehicles must be parked in designated parking place only.	7/22/2019
9/27/2016	<b>Meva's Tacos &amp; More</b> - Contact Eva Ybarra - 244-3307 or mevastacos@gmail.com. No food sales until 30 minutes after school.	8/30/2019

<b>Board Approved</b>	<b>Vendor Name</b>	<b>Insurance Expiration</b>
12/8/09	<b>Tracy Breakfast Lions Club</b> - Greg Bidlack - gregandvelma@sbglobal.net, Jim Noah - 835-0981, www.tracybreakfastlionsclub.org. No food sales until 30 minutes after school.	9/1/2019
9/12/2017	<b>Blue Moon Kettle Corn</b> - Kettle Corn sales. Nicole Moore - (510) 589-6166 or bluemoonkettle@gmail.com. No food sales until 30 minutes after school.	9/6/19
<p><b>*Section 308.3 Open Flame.</b> A person shall not utilize or allow to be utilized, an open flame in connection with a public meeting or gathering for purposes of deliberation, worship, entertainment, amusement, instruction, education, recreation, awaiting transportation or similar purpose in Group A or E occupancies in accordance with Appendix Chapter 1, Section 105.6.</p>		
<p><b>OUTDOORS BBQ RULES</b> - 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.</p>		
<p>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</p>		



# BUSINESS SERVICES MEMORANDUM

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**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Casey Goodall, Assoc. Superintendent of Business Services  
**DATE:** September 14, 2018  
**SUBJECT:** Approve Accounts Payable Warrants (August, 2018)

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

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

**FUNDING:** N/A

**RECOMMENDATION:** Approve Accounts Payable Warrants (August, 2018).

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



# BUSINESS SERVICES MEMORANDUM

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**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** September 14, 2018  
**SUBJECT:** **Approve Payroll Reports (August, 2018)**

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

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

**FUNDING:** N/A

**RECOMMENDATION:** Approve Payroll Report (August, 2018)

**Prepared by:** Reed Call, Director of Financial Services

Pay Date 08/10/2018

Fund 01

## LABOR DISTRIBUTION FOR EMPLOYEE SUMMARY

Fund 01	SACS Object	Amount	
	1100	149,205.25	Teachers' Salaries
	1200	12,807.88	Cert Pupil Support Salaries
	1300	45,441.14	
	1900	2,079.68	Other Certificated Salaries
	2100	41,184.36	Instructional Aides' Salaries
	2200	68,455.90	Classified Support Salaries
	2300	726.08	
	2400	10,812.60	Clerical & Office Salaries
	2900	86.83	
	<b>Total Labor</b>	<b>330,799.72</b>	
Fund 01	SACS Object	Amount	
	3101	29,646.03	STRS On 1000 Salaries
	3102	104.77	STRS On 2000 Salaries
	3201	1,604.41	PERS On 1000 Salaries
	3202	10,032.79	PERS On 2000 Salaries
	3301	3,903.63	
	3302	8,504.49	
	3501	104.85	State Unemploy On 1000 Salary
	3502	60.58	State Unemploy On 2000 Salary
	3601	3,966.02	Worker'S Comp Ins On 1000 Sal
	3602	2,295.29	Worker'S Comp Ins On 2000 Sal
	<b>Total Contributions</b>	<b>60,222.86</b>	
Fund 11	SACS Object	Amount	
	2400	519.85	Clerical & Office Salaries
	<b>Total Labor</b>	<b>519.85</b>	
Fund 11	SACS Object	Amount	
	3202	45.51	PERS On 2000 Salaries
	3302	39.76	
	3502	0.26	State Unemploy On 2000 Salary
	3602	9.84	Worker'S Comp Ins On 2000 Sal
	<b>Total Contributions</b>	<b>95.37</b>	
Fund 13	SACS Object	Amount	
	2200	23,603.05	Classified Support Salaries
	2400	382.79	Clerical & Office Salaries
	<b>Total Labor</b>	<b>23,985.84</b>	
Fund 13	SACS Object	Amount	
	3202	2,361.07	PERS On 2000 Salaries
	3302	1,479.05	
	3502	12.00	State Unemploy On 2000 Salary
	3602	454.02	Worker'S Comp Ins On 2000 Sal
	<b>Total Contributions</b>	<b>4,306.14</b>	

ESCAPE ONLINE

Pay Date 08/31/2018

Fund 01

## LABOR DISTRIBUTION FOR EMPLOYEE SUMMARY

Fund 01	SACS Object	Amount	
	1100	4,499,804.68	Teachers' Salaries
	1200	267,458.25	Cert Pupil Support Salaries
	1300	522,481.84	Cert Suprvsrs' & Admins' Sal
	1900	100,347.62	Other Certificated Salaries
	2100	367,186.97	Instructional Aides' Salaries
	2200	700,422.22	Classified Support Salaries
	2300	164,887.98	Class Suprvsrs' & Admins' Sal
	2400	414,550.85	Clerical & Office Salaries
	2900	40,213.64	Other Classified Salaries
	<b>Total Labor</b>	<b>7,077,354.05</b>	
Fund 01	SACS Object	Amount	
	3101	852,023.78	STRS On 1000 Salaries
	3102	4,151.31	STRS On 2000 Salaries
	3201	27,855.60	PERS On 1000 Salaries
	3202	289,896.02	PERS On 2000 Salaries
	3301	77,688.12	
	3302	118,537.30	
	3401	542,917.28	
	3402	233,803.17	
	3501	2,695.23	State Unemploy On 1000 Salary
	3502	842.24	State Unemploy On 2000 Salary
	3601	102,023.73	Worker'S Comp Ins On 1000 Sal
	3602	31,936.62	Worker'S Comp Ins On 2000 Sal
	3701	67,273.99	
	3702	33,666.69	
	<b>Total Contributions</b>	<b>2,385,311.08</b>	
Fund 11	SACS Object	Amount	
	1100	8,480.55	Teachers' Salaries
	1300	10,246.68	Cert Suprvsrs' & Admins' Sal
	2100	4,448.69	Instructional Aides' Salaries
	2200	2,075.62	Classified Support Salaries
	2400	11,019.47	Clerical & Office Salaries
	<b>Total Labor</b>	<b>36,271.01</b>	
Fund 11	SACS Object	Amount	
	3101	3,048.78	STRS On 1000 Salaries
	3202	3,168.73	PERS On 2000 Salaries
	3301	241.83	
	3302	1,257.64	
	3401	1,335.62	
	3402	2,870.09	
	3501	9.37	State Unemploy On 1000 Salary
	3502	8.78	State Unemploy On 2000 Salary
	3601	354.47	Worker'S Comp Ins On 1000 Sal
	3602	332.06	Worker'S Comp Ins On 2000 Sal
	<b>Total Contributions</b>	<b>12,627.37</b>	



Fund 12	<b>SACS Object</b>	<b>Amount</b>	
	1300	778.05	Cert Suprvsrs' & Admins' Sal
	2100	8,279.50	Instructional Aides' Salaries
	2400	3,517.34	Clerical & Office Salaries
	<b>Total Labor</b>	<b>12,574.89</b>	
Fund 12	<b>SACS Object</b>	<b>Amount</b>	
	3101	126.67	STRS On 1000 Salaries
	3102	373.29	STRS On 2000 Salaries
	3202	1,255.88	PERS On 2000 Salaries
	3301	10.27	
	3302	669.34	
	3401	68.02	
	3402	1,152.96	
	3501	0.39	State Unemploy On 1000 Salary
	3502	5.91	State Unemploy On 2000 Salary
	3601	14.73	Worker'S Comp Ins On 1000 Sal
	3602	223.31	Worker'S Comp Ins On 2000 Sal
	<b>Total Contributions</b>	<b>3,900.77</b>	
Fund 13	<b>SACS Object</b>	<b>Amount</b>	
	2200	119,471.82	Classified Support Salaries
	2300	33,351.26	Class Suprvsrs' & Admins' Sal
	2400	15,708.81	Clerical & Office Salaries
	<b>Total Labor</b>	<b>168,531.89</b>	
Fund 13	<b>SACS Object</b>	<b>Amount</b>	
	3202	25,281.86	PERS On 2000 Salaries
	3302	11,570.94	
	3402	15,058.87	
	3502	84.28	State Unemploy On 2000 Salary
	3602	3,190.01	Worker'S Comp Ins On 2000 Sal
	<b>Total Contributions</b>	<b>55,185.96</b>	

ESCAPE ONLINE



# BUSINESS SERVICES MEMORANDUM

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**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Casey Goodall, Assoc. Superintendent of Business Services  
**DATE:** September 14, 2018  
**SUBJECT:** Approve Revolving Cash Fund Reports (August, 2018)

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

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

**FUNDING:** N/A

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

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

09/04/18

**TUSD**  
**REVOLVING CASH FUND**  
**August 2018**

Date	Num	Name	Memo	Paid Amount
08/02/2018	9446	MEXICAN AMERICAN HALL OF F...	Induction Ceremony Banquet 8/11/2018	
			01-0000-0-0000-7150-5200-800-1001	-150.00
TOTAL				-150.00
08/07/2018	9447	CITY OF TRACY	REQ19-00833 Bus Passes	
			01-3010-0-1110-1000-5800-800-2749	-99.00
TOTAL				-99.00
08/08/2018	9448	Disney's Grand Californian Hotel	Conference 1/23-25/2019 Patty Adame	
			01-0000-0-1110-2700-5200-600-6102	-629.46
TOTAL				-629.46
08/15/2018	9449	san Joaquin County Records O...	PO19-00871	
			35-7746-0-0000-8500-6178-600-7662	-50.00
TOTAL				-50.00
08/15/2018	9450	Alex's Auto Upholstery	PO19-00015 Invoice #394	
			01-07230-1110-3600-5600-840-9702	-82.90
			01-0724-0-5750-3600-5600-840-9702	-124.36
TOTAL				-207.26
08/22/2018	9451	CA DEPT OF TAX AND FEE ADMI...	57-415033 2Q 2018 PO19-00027	
			01-0723-0-1110-3600-4300-840-9702	-80.95
			01-0724-0-5750-3600-4300-840-9702	-121.43
TOTAL				-202.38



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** September 7, 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  
September 25, 2018  
SUMMARY OF SERVICES**

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A. Vendor: AMS.Net, Inc.  
Site: Central School Renovation  
Item: Quote-Ratify  
Services: Valcom enhanced IP application server necessary for new Valcom clock,  
bell speaker system.  
Cost: \$7,077.75.  
Project Funding: Measure B Bond Fund and State School Building Fund (SSBF)

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# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Dr. Sheila Harrison, Associate Superintendent of Educational Services  
**DATE:** September 13, 2018  
**SUBJECT:** **Ratify Agreement for Special Contract Services for the Boys and Girls Club of Tracy to Provide Services to Monte Vista Middle School for the 2018-2019 School Year**

**BACKGROUND:** The Boys and Girls Clubs of Tracy have been providing after school services in the community at school sites for over 20 years. Monte Vista Middle School is identified as an area of need due to the number of low-income families. The Boys and Girls Club has been operating after school services at Monte Vista for several years. Due to the success of the program, Monte Vista staff would like to continue our association with the Boys and Girls Club at Monte Vista as they provide after school services that the regular school program cannot, specifically academic tutoring and school wide sport participation. This Agenda was electronically submitted for the June 26 Board Meeting; however, it was found the electronic submission was not received. Therefore, this Board Agenda item is seeking ratification.

**RATIONALE:** Students need a safe place to go and positive activities to associate with academic success. Monte Vista's partnership with the Boys and Girls Club provides a wealth of after school activities that are positive, academically enriching, team building, and community oriented. 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 amount will not exceed \$20,000. The cost will be paid from Site Title I Categorical Funds.

**RECOMMENDATION:** Ratify Agreement for Special Contract Services for the Boys and Girls Club of Tracy to Provide Services to Monte Vista Middle School for the 2018-2019 School Year.

**Prepared by:** Barbara Silver, Ed.D., Principal, Monte Vista Middle School

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**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 Boys and Girls Club of Tracy, 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 activities, tutoring, and reading programs for students in the after school program

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 5 days a week ( ) [ ] HOURS [X] DAYS, under the terms of this agreement at the following location Monte Vista Middle School.

3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:

- a. District shall pay \$ 20,000 per [ ] HOUR [ ] DAY [X] FLAT RATE, not to exceed a total of \$ 20,000. 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 August 6, 2018, and shall terminate on May 24, 2019.

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, Dr. Barbara Silver, at (209) 830-3340 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 ☐ 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:

Kelly M. Hill - Executive Director  
Contractor Signature Title

IRS Identification Number  
Executive Director  
Title  
753 W. Lowell Ave.  
Address  
Tracy, CA 95376

\_\_\_\_\_  
Tracy Unified School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Account Number to be Charged

\_\_\_\_\_  
Department/Site Approval

\_\_\_\_\_  
Budget Approval

\_\_\_\_\_  
Date Approved by the Board



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Dr. Sheila Harrison, Associate Superintendent of Educational Services  
**DATE:** September 4, 2018  
**SUBJECT:** **Approve Out of State Travel for Five Bohn Elementary School Teachers and Administrators to Attend PLC at Work Institute in Las Vegas, NV on June 3-5, 2019**

**BACKGROUND:** A team of core teachers and administrator(s) will travel to Las Vegas, Nevada, for the PLC at Work Institute being held June 3 – June 5, 2019. Our school goal is to provide a team of core educators the chance to deepen their understanding and practice of the PLC collaborative process as the most powerful strategy for sustained, substantive school improvement. This goal will help our educational practices and processes towards closing the learning gaps with proven techniques and processes that are focused on student achievement and rigorous and relevant instruction.

**RATIONALE:** Professional Learning Communities (PLCs) are recognized as the most powerful, high-leveraging strategy for sustained, substantive school improvement. By attending this three day institute, teacher leaders will learn the foundation knowledge and tools to implement and improve upon using PLCs as our driving force behind providing fair, equitable, and high-quality education for ALL students. The Bohn School community has a school-wide focus on the three big ideas of the PLCs with a major focus on the four PLC questions to drive decisions using student data to improve student learning. Through our regularly scheduled PLCs, we work to build our collective knowledge and capacity to use data to make instructional decisions through a framework to respond to students' needs and hold us accountable to our school's mission, vision, values, and goals. The PLC at Work Institute provides educators the necessary 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 the institute, teams will focus on next action steps, with presenters on hand to guide them. As teams develop deeper conceptual foundational understandings behind the PLC process, collectively we will gain specific, practical, and inspiring strategies for transforming our school into a place where all students learn at high levels. This aligns with District Strategic Goal #1: Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or career goals; 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:** Lodging, meals, and transportation costs will total approximately \$9,900 and will be paid for from Title I Carry Over Funds from Bohn Elementary School.

**RECOMMENDATION:** Approve Out of State Travel for Five Bohn Elementary School Teachers and Administrators to Attend PLC at Work Institute in Las Vegas, NV on June 3-5, 2019.

**Prepared by:** Mrs. Kelly Patchen, Principal, Bohn Elementary School



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Sheila Harrison, Associate Superintendent of Educational Services  
**DATE:** September 12, 2018  
**SUBJECT:** **Approve Overnight Travel for the Kimball High School (KHS) Cross Country Team and Coaches to Attend the Mt. San Antonio College (SAC) Invitational in Walnut, CA October 18-21, 2018**

**BACKGROUND:** The Kimball High School (KHS) Cross Country team, consisting of twenty-eight (28) student athletes, Coaches, Ben Trombley and Jennifer Trombley and four to six District approved parent volunteers will travel to Walnut, CA for the Mt. San Antonio College (SAC) Cross Country Invitational on October 18-21, 2018. Students will stay at the Quality Inn in Walnut, CA and will be supervised by the coaches and the same District approved parent volunteers. Academic arrangements will be made for these students. The KHS Cross Country team is a growing program that is successful in both the Valley Oak League and the Sac Joaquin Section. In addition to competing at the Mt. SAC Invitational, the team will tour the Mt. SAC campus which will expose them to new opportunities.

**RATIONALE:** The Mt. SAC invitational involves students competing against athletes from across California and the United States. This request aligns with District Strategic Goal #1: Prepare all students to be well rounded individuals with the knowledge and skills to pursue their college and/or career goals.

**FUNDING:** Lodging and transportation will be paid through KHS Cross Country team fundraising efforts. The estimated cost for lodging and transportation is \$4,600 (\$3,800/lodging and \$800/transportation). Fundraising will be accomplished through the Jaguar Invitational, an event which raises approximately \$1,500-2,000, and one additional fundraiser. The cost will be paid through a combination of fundraising opportunities and parent contributions.

**RECOMMENDATION:** Approve Overnight Travel for the Kimball High School (KHS) Cross Country Team and Coaches to Attend the Mt. San Antonio College (SAC) Invitational in Walnut, CA October 18-21, 2018.

**Prepared by:** Mr. Ben Keller, Principal, Kimball High School



**TRACY UNIFIED SCHOOL DISTRICT  
RESOLUTION #18-08**

**DETERMINATION OF SUFFICIENT TEXTBOOKS ALIGNED TO THE  
CONTENT STANDARDS AND INSTRUCTIONAL MATERIALS  
2018-19**

**Whereas**, the Governing Board of Tracy Unified School District, in order to comply with the requirements of Education Code 60119 held a public hearing on September 25, 2018, at 7:00 PM, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

**Whereas**, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the District stating the time, place, and purpose of the hearing, and;

**Whereas**, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

**Whereas**, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Tracy Unified School District, and;

**Whereas**, the definition of “sufficient textbooks or instructional materials” means that each student, including each English learner, has a standards-aligned textbook and/or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

**Whereas**, between the 2008-09 through the 2018-19 fiscal years, the definition of “sufficient textbooks or instructional materials” also means that all students who are enrolled in the same course within the Tracy Unified School District, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

**Whereas**, sufficient textbooks or instructional materials were provided to each student, including each English learner, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- ENGLISH LANGUAGE ARTS (K-8), adopted 2017 (implemented 2017 in K-5 and 2018 in 6-8)

Grade Level/Course	Adopted Materials	Publisher	Copyright
K-5	<i>Wonders</i>	McGraw Hill	2017
6-8	<i>StudySync</i>	McGraw Hill	2017
K-5 Bilingual	<i>Maravillas</i>	McGraw Hill	2017

- MATHEMATICS (K-8), adopted 2014 and 2015:

Grade Level/Course	Adopted Materials	Publisher	Copyright
K-5	<i>My Math</i>	McGraw-Hill	2014
K-5 Bilingual	<i>Mis Matemáticas</i>	McGraw-Hill	2014
6-8	<i>Digits</i>	Pearson	2015
Algebra Readiness, Special Education Math	<i>Bridge to Algebra</i>	Carnegie Learning	2014
Algebra 1, Special Education Algebra	<i>Algebra 1</i>	Houghton Mifflin Harcourt	2015
Geometry, Special Education Geometry	<i>Geometry</i>	Houghton Mifflin Harcourt	2015
Algebra 2	<i>Algebra 2</i>	Houghton Mifflin Harcourt	2015

- SCIENCE (K-8), adopted 2008:

Grade Level/Course	Adopted Materials	Publisher	Copyright
K-5	<i>Science, CA Edition</i>	Houghton Mifflin	2007
6-8	<i>Focus on Earth Science, CA Edition – 6<sup>th</sup></i> <i>Focus on Life Science, CA Edition – 7<sup>th</sup></i> <i>Focus on Physical Science, CA Edition – 8<sup>th</sup></i>	Prentice Hall	2008

- HISTORY-SOCIAL SCIENCE (K-8), adopted 2007:

Grade Level/Course	Adopted Materials	Publisher	Copyright
K-5	<i>Scott Foresman History -Social Science for CA</i>	Scott Foresman	2007
K-5 Bilingual	<i>Historia – Ciencias Sociales Para California</i>	Scott Foresman	2007
6-8	<i>Discovering Our Past</i>	Glencoe	2007

- ENGLISH LANGUAGE ARTS (High School), adopted 2017:

Grade Level/Course	Adopted Materials	Publisher	Copyright
English 1 / English 1 PreAP /PreIB Core Plus 1 Academy / Academy PreIB/PreAP Adv ELD Modified English	<i>StudySync (9)</i>	McGraw Hill	2017

English 2 / English 2 PreAP /PreIB Core Plus 2 Academy / Academy PreIB/PreAP	<i>StudySync (10)</i>	McGraw Hill	2017
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- ENGLISH LANGUAGE ARTS (High School), adopted 2017 (continued)

Grade Level/Course	Adopted Materials	Publisher	Copyright
English 3 / English 3 PreAP/PreIB English 3 / English 3 AP/IB Ag Science Academy	<i>StudySync (11)</i>	McGraw Hill	2017
English 3 AP	<i>The Language of Composition</i>	Bedford/St. Martins (VHPS)	2008
English 4 / English 4 IB/AP Agricultural Science Academy	<i>StudySync (12)</i>	McGraw Hill	2017

- MATHEMATICS (High School), adopted 2002, 2015, and 2017:

Grade Level/Course	Adopted Materials	Publisher	Copyright
Algebra Readiness, Special Education Math	<i>Bridge to Algebra</i>	Carnegie Learning	2014
Algebra 1, Special Education Algebra	<i>Algebra 1</i>	Houghton Mifflin Harcourt	2015
Geometry, Special Education Geometry	<i>Geometry</i>	Houghton Mifflin Harcourt	2015
Algebra 2	<i>Algebra 2</i>	Houghton Mifflin Harcourt	2015
Math Studys/Statistics Statistics AP	<i>Practice of Statistics</i> , 5 <sup>th</sup> edition	W. H. Freeman	2015
Calculus IB Calculus AP (AB./BC)	<i>Calculus with CalcChat and CalcView AP Edition</i> , 11 <sup>th</sup> edition	Cengage Learning	2018
PreCalculus IB PreCalculus H Advanced Math	<i>PreCalculus with Limits, A Graphing Approach</i> , 7 <sup>th</sup> edition	Cengage	2016

- SCIENCE (High School), adopted 2012 & 2007:

Grade Level/Course	Adopted Materials	Publisher	Copyright
Advanced Biology I AP (KHS & WHS)	<i>Biology</i> , 9 <sup>th</sup> ed	Pearson Education	2011
Advanced Biology I IB H (THS) Advanced Biology II IB H (THS)	<i>Biology</i> , 7 <sup>th</sup> ed	Pearson Education	2005
Enhanced Biology Biology PreAP Biology PreIB Enhanced Biology Agriculture- Science PreIB Enhanced Biology, Academy Principles Of Engineering II	<i>Essential Biology w/Physiology</i> , 2nd ed	Prentice Hall	2007
Principles Of Engineering III	<i>A User's Guide to Engineering</i>	Prentice Hall	2006
Ag Biology	<i>Biology</i>	Prentice Hall	2008
Principles Of Engineering III	<i>A User's Guide to Engineering</i>	Prentice Hall	2006

- SCIENCE (High School), adopted 2012 & 2007 (continued)



Grade Level/Course	Adopted Materials	Publisher	Copyright
Ag Biology AgSci/Biology Ag PreIB Biology Biology, Academy Special Education Biology Biology LEP (THS only)	<i>Biology</i>  <i>Biología</i>	Prentice Hall	2008
Advanced Chemistry IB H Chemistry Chemistry, Academy Chemistry LEP Special Education Chemistry	<i>Chemistry: The Central Science</i> , 10th ed  <i>Chemistry</i>	Prentice Hall  Prentice Hall	2006  2008
Ag Physics Principles Of Engineering I Conceptual Physics LEP Physics Physics, Academy	<i>Conceptual Physics</i>	Prentice Hall	2006
Ag Earth Science AgSci/Earth Science Earth Science Earth Science ELL Special Education Earth Science	<i>Earth Science</i>	Holt	2006
Environmental Science AP (KHS)	<i>Environmental Science for AP</i>	W.H. Freeman & Co.	2012
Human Physiology Human Physiology ELL	<i>Essentials of Human Anatomy and Physiology</i> , 8 <sup>th</sup> ed	Prentice Hall	2006
AgSci Chemistry PreIB Chemistry H Chemistry PreIB	<i>Modern Chemistry</i>	Holt	2006
Advanced Physics AP – C	<i>Fundamentals of Physics</i> , 8th ed	People's Publishing/Wiley	2007
Physics IB H	<i>Physics for the IB Diploma</i> , 5th ed	Cambridge University Press	2007
Physics AP - B	<i>Physics</i>	Pearson/Addison Wesley	2010
Lab Research BioTechnology	<i>Biotechnology: Science for the New Millennium</i> , 1 <sup>st</sup> ed	EMC Paradigm Publishing	2006
Environmental Systems IB	<i>Environmental Science: Toward a Sustainable Future</i> , 10th ed	Prentice Hall	2007

- HISTORY / SOCIAL SCIENCE (High School), adopted 2007 and 2015:

Course / Grade Level	Adopted Materials	Publisher	Copyright
<b>Grade 12</b>			
American Government (WHS) AgSci Government (THS), & Special Education American Government	<i>American Government</i>	Holt	2003
Economics, Special Education Economics & AgSci Economics (THS only)	<i>Economics</i>	Holt	2003
Economics LEP	<i>Economics (Pacemaker)</i>	Globe Fearon	2001
Government LEP	<i>American Government (Pacemaker)</i>	Globe Fearon	2006
IB History Americas 2 (THS only)	<i>People of a Nation</i>	McDougal Littell/Houghton	2005

- HISTORY / SOCIAL SCIENCE (High School), adopted 2007 and 2015 (continued)

Course / Grade Level	Adopted Materials	Publisher	Copyright
	<i>Latin America</i> , 7th ed.	Pearson Education	2002
	<i>Modern World GCSE</i>	Social Studies School Service	2001
US Government & Politics AP (WHS only)	<i>American Government</i> , 10th ed.	McDougal Littell/Houghton	2006
	<i>American Government Readings</i>	Pearson	2006
<b>Grade 11</b>			
US History, Special Education US History	<i>The Americans</i>	McDougal Littell	2006
US History AP	<i>American History: Connecting with the Past</i> , 15 <sup>th</sup> ed.	McGraw Hill	2015
IB History Americas 1 (THS only)	<i>People of a Nation</i> , 7th ed.	McDougal Littell/ Houghton	2005
	<i>Latin America</i> , 7th ed.	Pearson Education	2002
<b>Grade 10</b>			
World History, Special Education World History	<i>World History: The Modern World</i>	Prentice Hall	2007
Pre IB AgSci SS 2 (THS only)	<i>World History: The Modern World</i>	Prentice Hall	2007
Pre IB History of the Humanities (THS only)	<i>Modern World GCSE</i>	Social Studies School Service	2002
	<i>World History, Volume II-Since 1500</i>	Thomson/Wadsworth	2007
World History Pre-AP (WHS only)	<i>World History: The Modern World</i>	Prentice Hall	2007
	<i>The Earth and Its People</i> , 3rd ed	McDougal Littell/Houghton	2005
World History AP	<i>World Civilization: The Global Experience</i>	Pearson Education	2007

- MODERN LANGUAGE, adopted 2012:

Course / Grade Level	Adopted Materials	Publisher	Copyright
Spanish 1	<i>Avancemos</i> , Lv 1	Holt McDougal	2013
Spanish 2	<i>Avancemos</i> , Lv 2	Holt McDougal	2013
Spanish 3 PreAP/IB	<i>Avancemos</i> , Lv 3	Holt McDougal	2013
Spanish 4 AP	<i>Imagina</i>	Vista Higher Learning	2011
Spanish 4 & 5 IB	<i>Avancemos</i> , Lv 4	Holt McDougal	2013
	<i>Manana</i>	Advance Materials	2011
Spanish/Spanish Spkrs 1, 2	<i>Nuevas Vistas Intro/Uno/Dos</i>	Holt, Rinehart, Winston	2004
French 1	<i>Bien dit!</i> Lv 1	Holt McDougal	2013
French 2	<i>Bien dit!</i> Lv 2	Holt McDougal	2013
French 3 PreAP/IB	<i>Bien dit!</i> Lv 3	Holt McDougal	2013
French 4 IB	<i>Le monde en francais</i>	Advance Materials	2011

- ENGLISH LANGUAGE DEVELOPMENT MATERIALS, adopted 2007:

Grade Level	Adopted Materials	Publisher	Copyright
6-8	<i>Shining Star</i>	Thomson Longman	2005
9-12	<i>Visions Student Book Intro/A/B/C</i>	Thomson-Heinle	2004
Beginning ELD	<i>Visions Activity Book Intro/A/B/C</i>		
Intermediate ELD	<i>Student Handbook Intro/A/B/C</i>		
Early Advanced ELD	<i>The Heinle Picture Dictionary</i>		
Advanced ELD English I, II, III, IV	<i>Grammar in Context, Basic/Book 1, 2, 3</i> , (2006)		

**Whereas**, sufficient textbooks or instructional materials were provided to each student enrolled in foreign language or health classes, and;

**Whereas**, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that for the 2018-19 school year, the Tracy Unified School District has provided each student with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

**APPROVED AND ADOPTED**, this 25<sup>th</sup> day of September, 2018 at a meeting, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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President  
Board of Trustees  
Tracy Unified School District

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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:** September 17, 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>
Cabanova-Chapman, Lourdes IEP Para Educator I	WMS	09/08/18	Accepted a Para Educator I position at Central School
Fojo, Lourdes Para Educator I	WHS	09/29/18	Personal
Lamoste, Lisa IEP Para Educator I	Stein (YAP)	09/08/18	Accepted a (6) hour IEP Para Educator I
Maestre, Mercadies IEP Para Educator I	McKinley	09/06/18	Accepted a Special Education Para Ed I Position
Ramirez, Lucia Para Educator I	S/WP	09/15/18	Personal

## BACKGROUND:

## MANAGEMENT/CLASSIFIED CONFIDENTIAL RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Alaniz, Katharine Director of Special Education	DEC/ Special Ed	06/30/19	Personal

Money, Elizabeth  
Elementary School  
Secretary

George  
Kelly

09/15/18

Accepted Secretary  
position at Jacobson  
Elementary School

**BACKGROUND:**

**CLASSIFIED RETIREMENT**

NAME/TITLE

SITE

EFFECTIVE  
DATE

Neunkirch, Jeanne  
Secretary to the Director  
of Special Education

DEC/Special  
Education

12/01/18

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

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



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Tammy Jalique, Associate Superintendent for Human Resources  
**DATE:** September 14, 2018  
**SUBJECT:** Approve Classified, Certificated, and/or Management Employment

**BACKGROUND:**

Matthews, Betty

Munoz, Ismael

**BACKGROUND:**

Money, Elizabeth

Munoz, Audra

**BACKGROUND:**

Cabanova-Chapman, Lourdes

Evans, Katherine

**CERTIFICATED**

SDC 6-8 (Replacement)  
Monte Vista Middle School  
Class III, Step 1 "A", \$42,607.12  
Funding: Restricted Funds

4<sup>th</sup> Grade GATE (Replacement)  
South/West Park Elementary  
Class VI, Step 1 "B", \$49,591.62  
Funding: General Fund

**MANAGEMENT / CLASSIFIED**  
**CONFIDENTIAL**

Elementary School Secretary (Replacement)  
Jacobson Elementary School  
Range 8, LMH, Step E - \$27.99 per hour  
8 hours per day  
Funding: General Fund

High School Counselor (Replacement)  
Tracy High  
Class 7 – LMP, Step G, \$486.23 per day  
Funding: General Fund

**CLASSIFIED**

Para Educator I (New)  
Central Elementary School  
Range 24, Step D - \$16.47 per hour  
3.25 hours per day  
Funding: IASA Title I

IEP Para Educator I (New)  
McKinley Elementary School  
Range 24, Step D - \$16.47 per hour  
6 hours per day  
Funding: Special Education

Flores, Jennifer  
Elementary Attendance Clerk (Replacement)  
Jacobson Elementary School  
Range 28, Step C - \$17.26 per hour  
8 hours per day  
Funding: General Fund

Hsu, Cathy  
IEP Para Educator I (Replacement)  
Stein Continuation High School  
Range 24, Step C - \$15.73 per hour  
6 hours per day  
Funding: Special Education

Lamoste, Lisa  
IEP Para Educator I (New)  
Monte Vista Middle School  
Range 24, Step E - \$17.26 per hour  
6 hours per day  
Funding: Special Education

Maestre, Mercadies  
Special Education Para Educator I (New)  
McKinley Elementary School  
Range 24, Step C - \$15.73 per hour  
4 hours per day  
Funding: Special Education

Molina, Elidia  
IEP Para Educator I (New)  
Hirsch Elementary School  
Range 24, Step E - \$17.26 per hour  
3.5 hours per day  
Funding: Special Education

**BACKGROUND:**

Dell'Aringa, Dante

**COACHES**

Varsity Baseball Coach  
West High School  
Stipend: \$5,578.73

**RECOMMENDATION:** Approve Classified, Certificated and/or Management Employment

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



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** September 17, 2018  
**SUBJECT:** **Approve Schematic Design Plan for North Elementary School and Approve Moving Forward with Design Development and Construction Documents**

**BACKGROUND:** Measure B approved by the voters within Tracy Unified School District (TUSD), School Facilities Improvement District No. 3 on June 3, 2014, authorized the issuance of \$82 million in bonds. The Measure B project list included the renovation/modernization of the Clover School site, the Central School site and the North School site; as well as authorized repairs and improvements such as HVAC, asphalt and roofing to several other school sites.

The Board received an update on Measure B planning on August 12, 2014, toured the Clover, Central, North, Poet-Christian and Williams School sites to assess their condition on May 4, 2015; and on May 12, 2015 approved moving forward with the Central School site and Clover School site projects simultaneously. With the Central and Clover renovation projects in construction, staff began the planning process for the North School renovation.

**RATIONALE:** Rainforth Grau, architects for the project, and staff have met several times with the principal of North School as well as various district office personnel to understand the programming and functions of the school in order to provide equitable facilities within TUSD standards.

Rainforth Grau will present proposed schematic plans for North School based upon discussions with a variety of stakeholders and ask that the Board approve the site schematic plan; staff will also request permission to move forward with design development and construction documents.

**FUNDING:** No funding implications at this time.

**RECOMMENDATIONS:** Approve Schematic Design Plan for North Elementary School and Approve Moving Forward with Design Development and Construction Documents.

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





# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Dr. Sheila Harrison, Associate Superintendent of Educational Services  
**DATE:** September 13, 2018  
**SUBJECT:** **Adopt Resolution #18-08: A Declaration That There Are Sufficient Textbooks and Instructional Materials for the Students of Tracy Unified School District**

**BACKGROUND:** California Education Code 60119 and 5 CCR 9531 requires that the governing board annually makes a determination through a resolution that each pupil in each school in the District has sufficient textbooks or instructional materials, including materials in a digital format under specified conditions, in each subject that are consistent with the content and cycles of the curriculum framework adopted by the State Board.

**RATIONALE:** The resolution is a requirement of the state audit guide and the terms of the Williams Settlement. This item aligns with District Strategic Goal #1: Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or careers.

**FUNDING:** No cost to the District.

**RECOMMENDATION:** Adopt Resolution #18-08: A Declaration that there are Sufficient Textbooks and Instructional Materials for the Students of Tracy Unified School District.

**Prepared by:** Dr. Debra Schneider, Director of Instructional Media Services and Curriculum.



**TRACY UNIFIED SCHOOL DISTRICT  
RESOLUTION #18-08**

**DETERMINATION OF SUFFICIENT TEXTBOOKS ALIGNED TO THE  
CONTENT STANDARDS AND INSTRUCTIONAL MATERIALS  
2018-19**

**Whereas**, the Governing Board of Tracy Unified School District, in order to comply with the requirements of Education Code 60119 held a public hearing on September 25, 2018, at 7:00 PM, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

**Whereas**, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the District stating the time, place, and purpose of the hearing, and;

**Whereas**, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

**Whereas**, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Tracy Unified School District, and;

**Whereas**, the definition of “sufficient textbooks or instructional materials” means that each student, including each English learner, has a standards-aligned textbook and/or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

**Whereas**, between the 2008-09 through the 2018-19 fiscal years, the definition of “sufficient textbooks or instructional materials” also means that all students who are enrolled in the same course within the Tracy Unified School District, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

**Whereas**, sufficient textbooks or instructional materials were provided to each student, including each English learner, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- ENGLISH LANGUAGE ARTS (K-8), adopted 2017 (implemented 2017 in K-5 and 2018 in 6-8)

Grade Level/Course	Adopted Materials	Publisher	Copyright
K-5	<i>Wonders</i>	McGraw Hill	2017
6-8	<i>StudySync</i>	McGraw Hill	2017
K-5 Bilingual	<i>Maravillas</i>	McGraw Hill	2017

- MATHEMATICS (K-8), adopted 2014 and 2015:

Grade Level/Course	Adopted Materials	Publisher	Copyright
K-5	<i>My Math</i>	McGraw-Hill	2014
K-5 Bilingual	<i>Mis Matemáticas</i>	McGraw-Hill	2014
6-8	<i>Digits</i>	Pearson	2015
Algebra Readiness, Special Education Math	<i>Bridge to Algebra</i>	Carnegie Learning	2014
Algebra 1, Special Education Algebra	<i>Algebra 1</i>	Houghton Mifflin Harcourt	2015
Geometry, Special Education Geometry	<i>Geometry</i>	Houghton Mifflin Harcourt	2015
Algebra 2	<i>Algebra 2</i>	Houghton Mifflin Harcourt	2015

- SCIENCE (K-8), adopted 2008:

Grade Level/Course	Adopted Materials	Publisher	Copyright
K-5	<i>Science, CA Edition</i>	Houghton Mifflin	2007
6-8	<i>Focus on Earth Science, CA Edition – 6<sup>th</sup></i> <i>Focus on Life Science, CA Edition – 7<sup>th</sup></i> <i>Focus on Physical Science, CA Edition – 8<sup>th</sup></i>	Prentice Hall	2008

- HISTORY-SOCIAL SCIENCE (K-8), adopted 2007:

Grade Level/Course	Adopted Materials	Publisher	Copyright
K-5	<i>Scott Foresman History -Social Science for CA</i>	Scott Foresman	2007
K-5 Bilingual	<i>Historia – Ciencias Sociales Para California</i>	Scott Foresman	2007
6-8	<i>Discovering Our Past</i>	Glencoe	2007

- ENGLISH LANGUAGE ARTS (High School), adopted 2017:

Grade Level/Course	Adopted Materials	Publisher	Copyright
English 1 / English 1 PreAP /PreIB Core Plus 1 Academy / Academy PreIB/PreAP Adv ELD Modified English	<i>StudySync (9)</i>	McGraw Hill	2017

English 2 / English 2 PreAP /PreIB Core Plus 2 Academy / Academy PreIB/PreAP	<i>StudySync (10)</i>	McGraw Hill	2017
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- ENGLISH LANGUAGE ARTS (High School), adopted 2017 (continued)

Grade Level/Course	Adopted Materials	Publisher	Copyright
English 3 / English 3 PreAP/PreIB English 3 / English 3 AP/IB Ag Science Academy	<i>StudySync (11)</i>	McGraw Hill	2017
English 3 AP	<i>The Language of Composition</i>	Bedford/St. Martins (VHPS)	2008
English 4 / English 4 IB/AP Agricultural Science Academy	<i>StudySync (12)</i>	McGraw Hill	2017

- MATHEMATICS (High School), adopted 2002, 2015, and 2017:

Grade Level/Course	Adopted Materials	Publisher	Copyright
Algebra Readiness, Special Education Math	<i>Bridge to Algebra</i>	Carnegie Learning	2014
Algebra 1, Special Education Algebra	<i>Algebra 1</i>	Houghton Mifflin Harcourt	2015
Geometry, Special Education Geometry	<i>Geometry</i>	Houghton Mifflin Harcourt	2015
Algebra 2	<i>Algebra 2</i>	Houghton Mifflin Harcourt	2015
Math Studys/Statistics Statistics AP	<i>Practice of Statistics, 5<sup>th</sup> edition</i>	W. H. Freeman	2015
Calculus IB Calculus AP (AB/BC)	<i>Calculus with CalcChat and CalcView AP Edition, 11<sup>th</sup> edition</i>	Cengage Learning	2018
PreCalculus IB PreCalculus H Advanced Math	<i>PreCalculus with Limits, A Graphing Approach, 7<sup>th</sup> edition</i>	Cengage	2016

- SCIENCE (High School), adopted 2012 & 2007:

Grade Level/Course	Adopted Materials	Publisher	Copyright
Advanced Biology I AP (KHS & WHS)	<i>Biology, 9th ed</i>	Pearson Education	2011
Advanced Biology I IB H (THS) Advanced Biology II IB H (THS)	<i>Biology, 7<sup>th</sup> ed</i>	Pearson Education	2005
Enhanced Biology Biology PreAP Biology PreIB Enhanced Biology Agriculture- Science PreIB Enhanced Biology, Academy Principles Of Engineering II	<i>Essential Biology w/Physiology, 2nd ed</i>	Prentice Hall	2007
Principles Of Engineering III	<i>A User's Guide to Engineering</i>	Prentice Hall	2006
Ag Biology	<i>Biology</i>	Prentice Hall	2008
Principles Of Engineering III	<i>A User's Guide to Engineering</i>	Prentice Hall	2006

- SCIENCE (High School), adopted 2012 & 2007 (continued)

Grade Level/Course	Adopted Materials	Publisher	Copyright
Ag Biology AgSci/Biology Ag PreIB Biology Biology, Academy Special Education Biology Biology LEP (THS only)	<i>Biology</i> <i>Biología</i> <i>Chemistry: The Central Science,</i> 10th ed	Prentice Hall	2008
Advanced Chemistry IB H Chemistry Chemistry, Academy Chemistry LEP Special Education Chemistry	<i>Chemistry</i>	Prentice Hall	2006 2008
Ag Physics Principles Of Engineering I Conceptual Physics LEP Physics Physics, Academy	<i>Conceptual Physics</i>	Prentice Hall	2006
Ag Earth Science AgSci/Earth Science Earth Science Earth Science ELL Special Education Earth Science	<i>Earth Science</i>	Holt	2006
Environmental Science AP (KHS)	<i>Environmental Science for AP</i> <i>Essentials of Human Anatomy and Physiology,</i> 8 <sup>th</sup> ed	W.H. Freeman & Co. Prentice Hall	2012 2006
AgSci Chemistry PreIB Chemistry H Chemistry PreIB	<i>Modern Chemistry</i>	Holt	2006
Advanced Physics AP – C	<i>Fundamentals of Physics, 8th ed</i>	People's Publishing/Wiley	2007
Physics IB H	<i>Physics for the IB Diploma, 5th ed</i>	Cambridge University Press	2007
Physics AP - B	<i>Physics</i>	Pearson/Addison Wesley	2010
Lab Research BioTechnology	<i>Biotechnology: Science for the New Millennium,</i> 1 <sup>st</sup> ed	EMC Paradigm Publishing	2006
Environmental Systems IB	<i>Environmental Science: Toward a Sustainable Future, 10th ed</i>	Prentice Hall	2007

- HISTORY / SOCIAL SCIENCE (High School), adopted 2007 and 2015:

Course / Grade Level	Adopted Materials	Publisher	Copyright
<b>Grade 12</b>			
American Government (WHS) AgSci Government (THS), & Special Education American Government	<i>American Government</i>	Holt	2003
Economics, Special Education Economics & AgSci Economics (THS only)	<i>Economics</i>	Holt	2003
Economics LEP	<i>Economics (Pacemaker)</i>	Globe Fearon	2001
Government LEP	<i>American Government (Pacemaker)</i>	Globe Fearon	2006
IB History Americas 2 (THS only)	<i>People of a Nation</i>	McDougal Littell/Houghton	2005

- HISTORY / SOCIAL SCIENCE (High School), adopted 2007 and 2015 (continued)

Course / Grade Level	Adopted Materials	Publisher	Copyright
	<i>Latin America</i> , 7th ed.	Pearson Education	2002
	<i>Modern World GCSE</i>	Social Studies School Service	2001
US Government & Politics AP (WHS only)	<i>American Government</i> , 10th ed.	McDougal Littell/Houghton	2006
	<i>American Government Readings</i>	Pearson	2006
<b>Grade 11</b>			
US History, Special Education US History	<i>The Americans</i>	McDougal Littell	2006
US History AP	<i>American History: Connecting with the Past</i> , 15 <sup>th</sup> ed.	McGraw Hill	2015
IB History Americas 1 (THS only)	<i>People of a Nation</i> , 7th ed.	McDougal Littell/ Houghton	2005
	<i>Latin America</i> , 7th ed.	Pearson Education	2002
<b>Grade 10</b>			
World History, Special Education World History	<i>World History: The Modern World</i>	Prentice Hall	2007
Pre IB AgSci SS 2 (THS only)	<i>World History: The Modern World</i>	Prentice Hall	2007
Pre IB History of the Humanities (THS only)	<i>Modern World GCSE</i>	Social Studies School Service	2002
	<i>World History, Volume II-Since 1500</i>	Thomson/Wadsworth	2007
World History Pre-AP (WHS only)	<i>World History: The Modern World</i>	Prentice Hall	2007
	<i>The Earth and Its People</i> , 3rd ed	McDougal Littell/Houghton	2005
World History AP	<i>World Civilization: The Global Experience</i>	Pearson Education	2007

- MODERN LANGUAGE, adopted 2012:

Course / Grade Level	Adopted Materials	Publisher	Copyright
Spanish 1	<i>Avancemos</i> , Lv 1	Holt McDougal	2013
Spanish 2	<i>Avancemos</i> , Lv 2	Holt McDougal	2013
Spanish 3 PreAP/IB	<i>Avancemos</i> , Lv 3	Holt McDougal	2013
Spanish 4 AP	<i>Imagina</i>	Vista Higher Learning	2011
Spanish 4 & 5 IB	<i>Avancemos</i> , Lv 4	Holt McDougal	2013
	<i>Manana</i>	Advance Materials	2011
Spanish/Spanish Spkrs 1, 2	<i>Nuevas Vistas Intro/Uno/Dos</i>	Holt, Rinehart, Winston	2004
French 1	<i>Bien dit!</i> Lv 1	Holt McDougal	2013
French 2	<i>Bien dit!</i> Lv 2	Holt McDougal	2013
French 3 PreAP/IB	<i>Bien dit!</i> Lv 3	Holt McDougal	2013
French 4 IB	<i>Le monde en francais</i>	Advance Materials	2011

- ENGLISH LANGUAGE DEVELOPMENT MATERIALS, adopted 2007:

Grade Level	Adopted Materials	Publisher	Copyright
6-8	<i>Shining Star</i>	Thomson Longman	2005
9-12	<i>Visions Student Book Intro/A/B/C</i> <i>Visions Activity Book Intro/A/B/C</i> <i>Student Handbook Intro/A/B/C</i> <i>The Heinle Picture Dictionary</i> <i>Grammar in Context, Basic/Book 1, 2, 3</i> , (2006)	Thomson-Heinle	2004

**Whereas**, sufficient textbooks or instructional materials were provided to each student enrolled in foreign language or health classes, and;

**Whereas**, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that for the 2018-19 school year, the Tracy Unified School District has provided each student with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

**APPROVED AND ADOPTED**, this 25<sup>th</sup> day of September, 2018 at a meeting, by the following vote:

<b>AYES:</b>	<b>NOES:</b>	<b>ABSTAIN:</b>	<b>ABSENT:</b>
<hr/> President Board of Trustees Tracy Unified School District		<hr/> Clerk Board of Trustees Tracy Unified School District	



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Dr. Sheila Harrison, Associate Superintendent of Educational Services  
**DATE:** September 13, 2018  
**SUBJECT:** Acknowledge Administrative Regulation (AR) 5117 Interdistrict Attendance (Second Reading)

**BACKGROUND:** The Administrative Regulation (AR) 5117 Interdistrict Attendance policy was last updated and approved by the Board of Education in September of 2013. The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons. The Board desires to communicate with parents/guardians and students regarding the educational programs and services that are available.

**RATIONALE:** It is important to update Administrative Regulation (AR) 5117 to remain current with changes to Education Code as well as with District practices.

**FUNDING:** N/A

**RECOMMENDATION:** Acknowledge Administrative Regulation (AR) 5117 Interdistrict Attendance (Second Reading).

**Prepared by:** Mr. Rob Pecot, Director of Student Services and Curriculum



## INTERDISTRICT ATTENDANCE AGREEMENT

### A. Purpose and Scope

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the district of residence and the district of proposed attendance.

Interdistrict requests fill a variety of needs for students and parents. With space permitting, interdistrict permits may be granted yearly or longer if in accordance with California Education Codes by the Director of Student Services and Curriculum.

### B. General

If a student is accepted for transfer, the student may enroll in a school in the TUSD in the following school year. For the 2011-12 school year and thereafter, the student must enroll on or before the first day of instruction.

Transportation shall not be provided for students attending on a General Interdistrict Agreement.

### ~~B. Procedure~~

~~A TUSD parent/guardian's application to enroll their student in a school in another district must be submitted prior to January 1 of the school year preceeding the school year for which the pupil is requesting to transfer, however, the TUSD may waive that deadline. The application may request enrollment of the pupil in a specific school or program within the school district of enrollment. The application deadline does not apply if the parent requesting a transfer for a student who resides with that parent is enlisted in the military and was relocated by the military within 90 days prior to submitting the application.~~

~~TUSD shall decide whether to accept or reject an application and notify both the applicant parent and the school district of residence in writing within 60 days of receiving an application. If the application is rejected, TUSD shall state the reasons for the rejection in the notification. If accepted, the student may enroll in a school in the school district of enrollment in the following school year.~~

~~For high school transfers, TUSD shall accept previously awarded credits from another district toward graduation but can ensure the student pupil meets the graduation requirements of TUSD.~~

## INTERDISTRICT ATTENDANCE AGREEMENT

### **B. Reasons for Approval**

The Superintendent or designee may approve Interdistrict agreements for the following reasons:

1. When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such a student shall be given priority for **interdistrict** ~~inter district~~ attendance under any existing **interdistrict** ~~inter district~~ attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit. (Education Code 46600)
2. To meet the **child** care needs of the student. **Such a student** ~~Once a K-8 student has been admitted to a district on the basis of childcare needs, continued attendance may be denied only as long as he/she continues to use a child care provider within district boundaries. when based on restrictions specified in Education Code 48204.~~ (Education Code 46601.5)
3. To meet **the student's** ~~a child's~~ special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.
4. When the student has **a sibling attending** school in the receiving district, to avoid splitting the **family's** ~~family's~~ attendance. To complete a school year when **his/her** parents/guardians have moved out of the district during that year.
5. To allow **the student** ~~students~~ to remain with a class graduating that year from an elementary, **middle**, ~~junior~~ or senior high school.
6. **To allow a high school senior to attend the same school he/she attended as a junior, even if his/her family moved out of the district during the junior year.**
7. When the parent/guardian provides written evidence that the family will be moving **into** the ~~receiving~~ district in the immediate future and would like the student to start the year in **the** ~~that~~ district.
8. **When the student will be living out of the district for one year or less.**
- 7.9. When recommended by the **school attendance review board** ~~School Attendance~~

## INTERDISTRICT ATTENDANCE AGREEMENT

~~Review Board or by county child welfare, probation, or social service agency staff~~ staffs in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.

8.10. When there is valid interest in a particular educational program not offered in the district of **residence** ~~residency~~.

9.11. To provide a change in school environment for reasons of personal and social adjustment.

a. ~~Inter-district attendance agreements or applications shall not be required for students enrolling in an ROC or ROP program. (Education Code 52317)~~ (Moved to BP)

**The Superintendent or designee may deny initial requests for inter-district attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.**

**An approved inter-district agreement shall specify that the agreement may be revoked because of academic failure, excessive truancy or continual disruption of the educational program due to disciplinary matters.**

~~A student's inter-district agreement may be revoked because of academic failure, excessive truancy or continual disruption of the educational program due to disciplinary matters.~~

### **B. Procedure**

~~A TUSD parent/guardian's application to enroll their student in a school in another district must be submitted prior to January 1 of the school year preceding the school year for which the pupil is requesting to transfer, however, the TUSD may waive that deadline. The application may request enrollment of the pupil in a specific school or program within the school district of enrollment. The application deadline does not apply if the parent requesting a transfer for a student who resides with that parent is enlisted in the military and was relocated by the military within 90 days prior to submitting the application.~~

~~TUSD shall decide whether to accept or reject an application and notify both the applicant parent and the school district of residence in writing within 60 days of receiving an application. If the application is rejected, TUSD shall state the reasons for the rejection in the notification. If accepted, the student may enroll in a school in the school district of enrollment in the following school year.~~

~~For high school transfers, TUSD shall accept previously awarded credits from another district toward graduation but can ensure the student pupil meets the graduation requirements of TUSD.~~

TUSD Acknowledged: 09.10.13

TUSD Revised:

## INTERDISTRICT ATTENDANCE AGREEMENT

### ~~B~~.1. Incoming Students

All applications for Interdistrict Attendance Agreements must be submitted to the District Office no later than January 1st of each school year. Decisions regarding the approval/disapproval of the requests will be made by the Director of Student Services within ~~sixty~~ **thirty** days.

**TUSD shall decide whether to accept or reject an application and notify both the applicant parent and the school district of residence in writing within 30 days of receiving an application. If the application is rejected, TUSD shall state the reasons for the rejection in the notification. If accepted, the student may enroll in a school in the school district of enrollment in the following school year.**

**For high school transfers, TUSD shall accept previously awarded credits from another district toward graduation but can ensure the student pupil meets the graduation requirements of TUSD.**

### ~~D~~.2. Outgoing Students

Applications must be submitted by December 1 of the preceding school year, so that Student Services Department can ensure that the enrolling district will receive the transfer application in a timely manner.

**A student whose parent/guardian is in active military duty shall not be prohibited from transferring out of the district, provided the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)**

**The district may limit the number of student transfers out of the district to a school district of choice or based on parent/guardian employment in another district as provided in Board Policy and Education Code 48204 and 48307.**

### ~~E~~.D. Notification

~~The Superintendent or designee may deny initial requests for inter-district attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.~~

Within 30 days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied **interdistrict** ~~inter-district~~ attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)

**(cf. 5145.6 - Parental Notifications)**

TUSD Acknowledged: 09.10.13

TUSD Revised:

## INTERDISTRICT ATTENDANCE AGREEMENT

### F. Parent Appeals

Pending a decision by the two districts or an appeal by the County Board, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal **interdistrict** ~~inter-district~~ attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

Once a student is admitted to a school on the basis of an **interdistrict** ~~inter-district~~ attendance permit, he/she shall not be required to reapply for an **interdistrict** ~~inter-district~~ transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the **interdistrict** ~~inter-district~~ attendance agreement. Existing **interdistrict** ~~inter-district~~ attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

### 17 Rulings on Denial of Enrollment

~~No exercise of discretion by a district of enrollment in its administration of this article shall be overturned absent a finding as designated by a court of competent jurisdiction that the district governing board acted in an arbitrary and capricious manner. (Education Code 48361)~~

### Appeal of Denial of Inter-district Transfer Agreement

The parent/guardian of a student who is denied a General Inter district transfer request pursuant to Education Code 46600-46611 shall receive timely notice, in accordance with law, regarding the process for appeal to the County Board of Education. **Parents/guardians may submit their appeal within 30 calendar days of district denial of an Interdistrict Transfer Agreement.** This notice shall be provided by the district denying the request, or, in the absence of an agreement between the districts, by the district of residence. Students who are under consideration for expulsion or who have been expelled may not appeal Interdistrict attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 46601)



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Dr. Sheila Harrison, Associate Superintendent of Educational Services  
**DATE:** September 13, 2018  
**SUBJECT:** Adopt Board Policy (BP) 5117 Interdistrict Attendance (Second Reading)

**BACKGROUND:** The Board Policy (BP) 5117 Interdistrict Attendance was last updated and approved by the Board of Education in September of 2013. The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons. The Board desires to communicate with parents/guardians and students regarding the educational programs and services that are available.

**RATIONALE:** It is important to update Board Policy (BP) 5117 to remain current with changes to Education Code as well as with District practices.

**FUNDING:** N/A

**RECOMMENDATION:** Adopt Board Policy (BP) 5117 Interdistrict Attendance (Second Reading).

**Prepared by:** Mr. Rob Pecot, Director of Student Services and Curriculum

## INTERDISTRICT ATTENDANCE

The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons. The Board desires to communicate with parents/guardians and students regarding the educational programs and services that are available.

The Board recognizes that the district may be capable dependent upon spaces available of serving additional students. Therefore, the Superintendent or designee may approve interdistrict attendance agreements with other districts.

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the **interdistrict** ~~inter-district~~ attendance of students who are residents of the districts. (Education Code 46600)

**The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)**

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the **interdistrict** ~~inter-district~~ attendance agreement.

**The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.**

**Transportation** The district shall not provide transportation for any **interdistrict transfer student** beyond any school attendance area. Upon request of **a student's parent/guardian**, the Superintendent or designee may authorize transportation for an **interdistrict** ~~inter-district~~ transfer **student** ~~students~~ to and from designated bus stops within the attendance area **of the school that the student attends** if space is available.

### **Limits on Student Transfers Out of the District**

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice **or based on parent/guardian employment in another district**, based on the percentages of average daily attendance specified in Education Code 48307 **or 48204**

## INTERDISTRICT ATTENDANCE

In addition, transfers out of the district **to a district of choice** may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. (Education Code 48307)

The district may deny a transfer of a student out of the district to a school district of choice **or based on parent/guardian employment in another district**-if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. (Education Code 48301; 48204) **Interdistrict Agreements Not Required For Enrollment**

**When approved by the Board and the appropriate agency, the district may enroll students from other countries who are in the United States on an F-1 visa or are participating in an international exchange program under the sponsorship of a government-approved agency.**

**Interdistrict transfer agreements are not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)**

### Legal Reference:

#### EDUCATION CODE

##### **41020 Annual district audits**

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

**48300-48317 48209-48209.16 Student attendance alternatives, school district of choice program**

48350-48361 Open Enrollment Act

48900 Grounds for suspension or expulsion; definition of bullying

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

**52317 Regional occupational center/program, enrollment** Admission of students, ~~interdistrict persons including nonresidents to attendance area; workers' compensation for pupils~~

#### **CALIFORNIA CONSTITUTION**

**Article 1, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin**

#### **ATTORNEY GENERAL OPINIONS**

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

#### **COURT DECISIONS**



## INTERDISTRICT ATTENDANCE

Walnut Valley Unified School District v. the Superior Court of Los Angeles County,  
(2011) 192 Cal.App.4th 234 Crawford v. Huntington Beach Union High School District,  
(2002) 98 Cal.App.4th 1275

Management Resources:

CSBA PUBLICATIONS

~~Transfer Law Comparison, Fact Sheet, March 2011~~

WEB SITES

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

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



# HUMAN RESOURCES MEMORANDUM

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**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Tammy Jalique, Associate Superintendent for Human Resources  
**DATE:** September 13, 2018  
**SUBJECT:** Approve Resolution No. 18-07 Authorizing Teachers to Teach Outside Their Credential Authorization

**BACKGROUND:** Education Code Section 44263 authorizes teachers to teach outside their credential authorization provided that the teacher has eighteen (18) semester units of coursework, or nine (9) semester units of upper division or graduate coursework in the subject area to be taught. The Tracy Unified School District currently has 3 teachers on this Education Code.

Education Code Section 44256(b) authorizes the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in departmentalized classes to a given class or group of students below grade 9, provided that the teacher has completed at least (12) semester units, or (6) upper division or graduate units of coursework at an accredited institution in each subject to be taught. The Tracy Unified School District currently has 19 teachers on this Education Code.

Education Code 44258.2 authorizes the holder of a single subject teaching credential or a standard secondary teaching credential, with his or her consent, to be assigned by action of the governing board to teach classes in grades 5 to 8, inclusive, in middle school, if he or she has a minimum of (12) semester units or (6) upper division or graduate units, of coursework at an accredited institution in the subject which he or she is assigned. The Tracy Unified School District currently has 1 teacher on this Education Code.

**RATIONALE:** In all the above instances the teacher involved must give their consent, and the Board must adopt a resolution (see attached) authorizing these assignments. 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:** None.

**RECOMMENDATION:** Approve Resolution No. 18-07 Authorizing Teachers to Teach Outside Their Credential Authorization

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



**BEFORE THE BOARD OF TRUSTEES OF TRACY UNIFIED SCHOOL DISTRICT OF  
SAN JOAQUIN AND ALAMEDA COUNTIES, STATE OF CALIFORNIA  
RESOLUTION 18-07  
AUTHORIZING TEACHERS TO TEACH OUTSIDE OF THEIR CREDENTIAL  
AUTHORIZATION 2018-2019**

**BE IT RESOLVED** that the Governing Board pursuant to Education Code Sections **44263** hereby authorizes assignment of a teacher licensed pursuant to the provisions of these sections, with his or her consent, to teach outside their credential authorization provided that the teacher has eighteen (18) semester units of coursework, or nine (9) semester units of upper division or graduate coursework in the subject area to be taught, and teach any subject in departmentalized classes to a given class or group of students in grades k-12. Education Code **44256(b)** authorizes the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in a departmentalized setting to students below grade 9, provided that the teacher has completed at least twelve (12) semester units, or (6) upper division or graduate units of coursework. Education Code **44258.2** authorizes the holder of a single subject teaching credential or a standard secondary teaching credential, with his or her consent, be assigned by action of the governing board to teach classes in grades 5 to 8, inclusive, in middle school, if he or she has a minimum of (12) semester units or (6) upper division or graduate units, of coursework at an accredited institution in the subject which he or she is assigned.

Authorization shall remain valid for one year.

PASSED and ADOPTED by the Board of Trustees of the Tracy Unified School District, San Joaquin and Alameda Counties, State of California, this 25<sup>th</sup> day of September, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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President  
Board of Trustees  
Tracy Unified School District

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Clerk  
Board of Trustees  
Tracy Unified School District

ATTESTED:

I hereby certify that the foregoing resolution was adopted by the Board of Trustees of the Tracy Unified School District of San Joaquin and Alameda Counties on the date shown above.

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Clerk  
Board of Trustees  
Tracy Unified School District

<b>Teacher's Name</b>	<b>Site</b>	<b>Ed Code</b>	<b>Subject</b>
Clark-Thorburn, Maralee	Art Freiler	44258.2	Physical Science
Johnston, Cherie	Art Freiler	44256(b)	Mathematics
Martin, Ferne	Art Freiler	44256(b)	Science
Montesinos, Mary	Art Freiler	44256(b)	English
Stiles, Wesley	Art Freiler	44256(b)	English
White, Christine	Art Freiler	44256(b)	English
Bartschi, Diana	George Kelly	44256(b)	English
Basacker, Kristi	George Kelly	44256(b)	Science
Klapperich, Christine	George Kelly	44256(b)	Science
Neyland, Gerri	Kimball High	44263	Drama
Arbogast, Dawn	Monte Vista	44256(b)	Math
Azevedo, Jolene	Monte Vista	44256 (b)	Physical Education
Gibbons-Couris, Sarah	Monte Vista	44256(b)	English
Kovac, Ronald	North	44256(b)	English
Adams, David	Poet Christian	44556(b)	Mathematics
Telles, Jeffrey	Poet Christian	44256 (b)	History
Yasemsky, June	Poet Christian	44256 (b)	English
Anastasio, Stephen	West High	44263	Physical Education
Wichman, Steven	West High	44263	Physical Education
Mohr, Laura	Williams	44256(b)	English
Mason, Terri	Williams	44256(b)	Business
Reszka, Cheryl	Williams	44256(b)	Technology



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Tammy Jalique, Associate Superintendent for Human Resources  
**DATE:** September 10, 2018  
**SUBJECT:** Acknowledge Receipt of Tracy Educators Association's (TEA) Sunshine Proposal for the 2019-2020 School Year

**BACKGROUND:** For the 2019-20 reopener contract negotiations, TEA is requesting to meet and negotiate the following articles:

- VI Hours
- VII Duties
- XII Class size
- XIII Salary
- XIV Fringe Benefits

**FUNDING:** N/A

**RECOMMENDATION:** Acknowledge Receipt of Tracy Educators Association's (TEA) Sunshine Proposal for the 2019-2020 School Year.

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