

NOTICE
REGULAR MEETING OF THE GOVERNING BOARD
TRACY UNIFIED SCHOOL DISTRICT

DATE: TUESDAY, DECEMBER 10, 2019

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

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

AGENDA

- | | | |
|-----------|---|----------------|
| 1. | Call to Order | Pg. No. |
| 2. | Roll Call – Establish Quorum
Board: S. Abercrombie, A. Alexander, J. Costa, B. Pekari, S. Kaur, J. Silcox, L. Souza
Staff: B. Stephens, C. Goodall, S. Harrison, T. Jalique, B. Etcheverry | |
| 3. | Closed Session: Opportunity to Address the Board Regarding Closed Session Items which follow. Closed session is limited to consideration of items specifically authorized under the Government Code and/or the Education Codes.
3.1 Administrative & Business Services: None.

3.2 Educational Services:
3.2.1 Findings of Fact: #19-20/#21, #19-20/#25, #19-20/#27, #19-20/#28, #19-20/#29, #19-20/#30, #19-20/#31
3.2.2 Reinstatements: AR#19-20/#11
Action: Motion___; Second___ Vote: Yes___; No___; Absent___; Abstain___

3.3 Human Resources:
3.3.1 Consider Non-Paid Leave of Absence Request for Classified Employee #UCL- 339, Pursuant to Article XXIII
Action: Motion___; Second___ Vote: Yes___; No___; Absent___; Abstain___
3.3.2 Consider Public Employee/Employment/Discipline/Dismissal/Release
Action: Motion___; Second___ Vote: Yes___; No___; Absent___; Abstain___
3.3.3 Conference with Labor Negotiator
Agency Negotiator: Tammy Jalique
Associate Superintendent of Human Resources
Employee Organization: CSEA, TEA | |
| 4. | Adjourn to Open Session | |

5. Call to Order and Pledge of Allegiance

6. Closed Session Issues:

6a Action Taken on Findings of Fact: #19-20/#21, #19-20/#25, #19-20/#27, #19-20/#28, #19-20/#29, #19-20/#30, #19-20/#31

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

6b Report Out of Action Taken on Reinstatements: AR#19-20/#11

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

6c Report Out of Action Taken on Consider Non-Paid Leave of Absence Request for Classified Employee #UCL- 339, Pursuant to Article XXIII

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

7. Approve Regular Minutes of November 12, 2019.

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

8. Student Representative Reports: Kimball High: Gabriel Coronado; **Tracy High:** Sophia Alejandre; **West High:** Briana Mendez and Alexis Villela

9. Recognition & Presentations: An opportunity to honor students, employees and community members for outstanding achievement: None.

10. Information & Discussion Items: An opportunity to present information or reports concerning items that maybe considered by Trustees at a future meeting.

10.1 Administrative & Business Services: None.

10.2 Educational Services:

10.2.1 Receive Report on the Petition for the Establishment of the Tracy Independent Study Charter School

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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 Educational Services:

12.1.1 Conduct a Public Hearing Regarding the Petition for the Establishment of the Tracy Independent Study Charter School

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13. Consent Items: Actions proposed for consent are consistent with the approved practices of the district and are deemed routine in nature. Trustees receive board agenda background information in advance of scheduled meetings and are prepared to vote with knowledge on the consent items.

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

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

13.1 Administrative & Business Services:

13.1.1	Accept the Generous Donations From the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein With Thanks and Appreciation From the Staff and Students of the Tracy Unified School District	8-9
13.1.2	Authorize Associate Superintendent for Business Services to Enter into Agreement to Dispose of Damaged, Obsolete and Surplus Furniture, Computers and Equipment through Direct Sale to Vendor in Lieu of Disposal Expenses	10-12
13.1.3	Approve Accounts Payable Warrants (October, 2019) (Separate Cover Item)	13
13.1.4	Ratify Measure B Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda	14-15
13.1.5	Ratify Routine Agreements, Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda	16-20
13.1.6	Approve Payroll Reports (October, 2019)	21-25
13.1.7	Approve Revolving Cash Fund Reports (October, 2019)	26-27

13.2 Educational Services:

13.2.1	Ratify Master Contract for Central Valley Training Center (CVTC). NPA for the 2019-2020 School Year (Separate Cover Item)	28
13.2.2	Ratify Agreement for Special Contract Services with Haynes Family of Programs S.T.A.R Academy NPA, for Compensatory Services for the 2019-2020 School Year (Separate Cover Item)	29
13.2.3	Approve Overnight Travel for Tracy High Varsity Softball Team to Notre Dame High School in Salinas, CA on March 20, 2020	30
13.2.4	Approve Out of State Travel for ISET Director to Attend the Annual Finalsite Conference in Orlando, Florida on March 4 - 7, 2020	31
13.2.5	Ratify Master Contract for Triumph Youth Services, LLC, NPS for the 2019-2020 School Year (Separate Cover Item)	32
13.2.6	Approve Parent Project Workshops for the 2019-2020 School Year	33-36

13.3 Human Resources:

13.3.1	Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment	37-38
13.3.2	Approve Classified, Certificated, and/or Management Employment	39-41

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

14.1 Administrative & Business Services:

14.1.1	Consider Claim No. 578528	42
Action:	Motion___; Second___, Vote: Yes___; No___; Absent___; Abstain___	
14.1.2	Certify 2019-2020 Fiscal Year First Interim Report (Separate Cover Item)	43-44
Action:	Motion___; Second___, Vote: Yes___; No___; Absent___; Abstain___	

14.2 Educational Services:

14.2.1	Approve Revised TUSD Master Plan for Services to English Learners - 2nd Reading (Separate Cover Item)	45-46
Action:	Motion___; Second___, Vote: Yes___; No___; Absent___; Abstain___	

- 14.2.2** Approve Discard of Obsolete Instructional Materials **47**
Action: Motion__; Second__. **Vote:** Yes__; No__; Absent__; Abstain__
14.2.3 Approve the Establishment Charter Petition for the Tracy Independent Study Charter School (Separate Cover Item) **48**
Action: Motion__; Second__. **Vote:** Yes__; No__; Absent__; Abstain__

14.3 Human Resources:

- 14.3.1** Approve a Variable Term Waivers for Diane L. Pacheco – Certificate of Completion of Staff Development (SDAIE) **49-50**
Action: Motion__; Second__. **Vote:** Yes__; No__; Absent__; Abstain__
14.3.2 Approve Declaration for a Provisional Internship Permit **51-52**
Action: Motion__; Second__. **Vote:** Yes__; No__; Absent__; Abstain__
14.3.3 Approve Variable Term Waiver for Anna Thompson – Speech Language Pathology **53-54**
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 December 17, 2019
17.2 January 14, 2020
17.3 January 28, 2020
- 18. Upcoming Events:**
18.1 December 23, 2019 - January 3, 2020: No School: Winter Break
18.2 January 20, 2020 No School, MLK Day

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, November 12, 2019**

- 6:00 PM:** 1-3. President Abercrombie called the meeting to order and adjourned to closed session.
- Roll Call:** 4. Board: S. Abercrombie, A. Alexander, J. Costa, S. Kaur, B. Pekari, J. Silcox, L. Souza
Staff: B. Stephens, S. Harrison, T. Jalique, C. Goodall, B. Etcheverry
Attorney: M. Nakamura
- 7:00 PM** 5. President Abercrombie called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.
- Closed Session:** 6a Report Out of Action Taken on Application for Reinstatement AR19-20/#10
Action: **Vote:** Yes-7; No-0.
6b Report Out of Action Taken on Waiver of Expulsion WE19-20/#22
Action: **Vote:** Yes-7; No-0.
6c Report Out of Action Taken on Release Probationary Classified Employee- Special Ed Para Educator I #UCL-338
Action: Pulled. **Vote:** None.
- Minutes:** **Approve Regular Minutes of October 22, 2019**
Action: Souza, Costa. **Vote:** Yes-7; No-0.
- Employees Present:** T. Quiambao, J. Stocking, B. Silver, M. Romo, T. Parsons, J. Nott, R. Riddle, D. Ensor, Z. Boswell, A. Arroyo, J. Escobedo, M. Salazar, M. Hepner, C. Washington, M. Pereira, A. Harrison, M. Petty, D. Sprecksel, R. Pecot, T. Salinas, L. Flores, M. Masuda, M. Ortega, B. Jacinto, S. Huber, N. Beteta, A. Arroyo, M. Perez, D. Zamudio, M. Gonzales, I. Delgado, D. Ensor, K. Felisberto, S. Chavez, M. Mendez, J. Arroyo, R. Munoz, A. Lee, Y. Bonilla Z. Davilo; J. Olivares, A. Garcia, A. Chavez, J. Raman, N. Kerin, M. Pereira
- Press:** None.
- Visitors Present:** T. Brown, H. Andrade, S. Souza, C. Calderon, E. Victor, B. Ramirez, J. Ramirez
- Student Rep Reports:** **Tracy High FFA:** Seraphina Souza and Hayden Andrade reported that they sent 4 teams to compete in the opening and closing ceremonies held at the San Joaquin County Fairgrounds. The Greenhand Conference was held in Lodi on October 3rd for freshman or first year members. It is an introduction to ag education. Tracy sent 20 members to this conference. The annual pumpkin patch for was a great

success and had kids from St. Bernard's and Great Beginnings Preschool. They host over 100 children. There were games, a maze, petting zoo and they each brought a pumpkin home. The national convention was in Indiana. It has united members to demonstrate and celebrate accomplishments with over 69,000 attendees. It is one of the top trade shows for FFA. On November 19th they honored freshman members with their Greenhand Degree with a pin for their jacket. To receive this, you must have a valid project and earn or invest \$150. FFA members will be serving at the Lions Club Crab Feed on December 14th, earning community service hours.

West High FFA: Caleb Calderon and Erubiel Victor spoke about their ag project regarding how Vitamin B12 affects weight gain. So far, the pigs injected gained 2 times more than control group. They log the weight and rotate injection sites. Brooke Ramirez and Jasmine Ramirez spoke about their ag science project on how lighting affects quail eggs. They will lay more eggs, depending on the type of light. Their theory is that by using iridescent lighting, they will produce more eggs than the LED lighting. They will be upgrading their pen. They hope that the eggs will hatch by November 17th.

Recognition & Presentations:

9.1 Recognize the Outstanding Employees of the Fall Term for the 2019-2020 School Year

The board recognized the following employees of the Fall term: Jonathan Raman (9-12), Nicholas Kerin (6-8) and Troy Parsons (K-5) as Outstanding Certificated Employees; Kelly Smith (9-12 – unable to attend), Daniel Gutierrez (6-8 unable to attend); and Mary Pereira (K-5) as Outstanding Classified Employees and Donna Ensor as the Outstanding Management Employee.

9.2 Monte Vista Middle School Presentation

Principal, Barbara Silver, presented a power point on their AVID program. It contributes to all of their successes. Melissa Gonzales, a 6th grade teacher and AVID coordinator, also spoke about their AVID program. The curriculum is based on WICOR: writing, inquiry, collaboration, organization and reading. They showed pictures of AVID classrooms and of students working in groups. They use technology in order to complete projects. One day a week they have binder and agenda checks to make sure they are organized. Supplies are provided for students in need. They teach about state testing and look at what they learn and how to improve. Students grades are checked, and goals are set for their academics, personal and family. They are provided with college and career awareness and take field trips to colleges. Last year they visited Stanislaus State. Students do research on colleges and learn the A through G requirements. We hope to have 100% of our students using our new program, College Next. They have college shirt day once a month. Students are trained to be public speakers and help with charity events. Dr. Silver thanked the board for their support of their AVID program.

Information & Discussion Items:

10.1 Administrative & Business Services:

10.1.1 Proposed 2020-2021 Budget Reduction, Phase 2

Associate Superintendent of Business Services, Dr. Casey Goodall, presented a power point on the second phase of budget reductions which

totals \$1,575,822. He reviewed the proposed reductions for next year.

10.2 Educational Services:

10.2.1 Receive Report on English Learners

Director of Continuous Improvement, State and Federal Programs, Julianna Stocking, El Coordinator, Maria Salazar and LTEL Counselor, Jessica Escobedo, presented power point. They explained how the EL students are classified. All EL students are provided with designated ELD until they are reclassified. They provide various trainings for staff. Long term EL are students that have been EL for 6 or more years. They also reviewed the support services provided for ETEs.

Hearing of Delegations

11. Renee Riddle spoke about the CSEA grievance process. She feels the district shouldn't spend money on attorneys and instead use that money to settle with CSEA. She doesn't think the parent liaisons should be used as translators. They help with many meetings and activities and doesn't think they have time to attend IEP meetings and doesn't think it is in the job description. Hola training is coming up and she doesn't think they should attend or are a part of SPED. She feels they are working out of class.

Public Hearing:

12.1 Administrative & Business Services: None.

Consent Items:

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

Action: Silcox, Souza. **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 Accept and Review the Status of School Connected Organization/Booster Club Applications Submitted for the 2019/20 School Year

13.2 Educational Services:

13.2.1 Approve Agreement for Special Contract Services for Greater Valley Museum to Provide One Day of NGSS In-House Field Study Trip to Bohn Elementary School Kindergarten Students on Site in Tracy, CA, on December 17, 2019

13.2.2 Approve Agreement for Special Contract Services with Hola Language Services to provide a two day (12 hours) "Interpreting IEP Meetings" (English-Spanish) training for Parent Liaisons and District Translators

13.2.3 Approve Agreement for Special Contract Services between Tracy Unified School District and the Sow A Seed Foundation to Provide the Boys To Men Conference at Kimball High School on December 7, 2019

13.2.4 Approve Overnight Travel for Kimball High School Varsity Girls' Basketball Team to Participate in the Central Valley Showdown

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 #19-13 Censuring Board Member Ameni Alexander for Conduct

Action: (Abercrombie read the entire resolution. Souza, Costa. **Vote:** Yes-6; No-1 (Alexander))

14.2 Educational Services:

- 14.2.1** Receive Petition for the Establishment of Tracy Independent Study Charter School (Separate Cover Item)

Action: Read statement. Pekari, Silcox. **Vote:** Yes-7; No-0.

14.3 Human Resources:

- 14.3.1** Approve Variable Term Waiver for Rogelio Bravo – Single Subject: English

Action: Souza, Silcox. **Vote:** Yes-7; No-0.

- 14.3.2** Adopt Resolution 19-12, Amending Resolution 19-11 Authorizing the Elimination of Certain Classified Positions Due to Lack of Work or Lack of Funds

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

- 14.3.3** Approve Tentative Agreements with the California School Employees Association (Separate Cover Item)

Action: Pekari, Souza. **Vote:** Yes-7; No-0.

- 14.3.4** Approve Declaration for a Provisional Internship Permit

Action: Kaur, Silcox. **Vote:** Yes-7; No-0.

- 14.3.5** Approve a Variable Term Waivers for John S. Morris – Certificate of Completion of Staff Development (SDAIE)

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

Board Reports:

Trustee Silcox passed. Trustee Souza passed. Trustee Kaur wished everyone a Happy Thanksgiving. Trustee Alexander commented that he believed he was censured not because of his conduct but because he opposed the way Chris Crone was let go. Trustee Alexander left the meeting at 8:45 p.m. and did not return. Trustee Costa congratulated the Kimball High water polo team and the Tracy High volleyball team who made it to the championships. She attended the annual San Joaquin County board member dinner and had a nice time. Trustee Pekari attended DARE graduations and gave kudos to Mr. Abercrombie for a good job with our DARE students. He reminded everyone that tomorrow night is the annual Red-Carpet Awards Ceremony combatting bullying. There will be 168 students who will be recognized for creating artwork. Several students will be performing. He welcomed everyone who would like to attend. Doors open at 5:30 and the program goes from 6:00 to 7:00 p.m. at Kimball High School. Trustee Abercrombie wished everyone a Happy Thanksgiving.

**Superintendent
Report:**

Dr. Stephens attended the West High JROTC ceremony for veterans. It was nicely done. Tomorrow is the Red-Carpet Event which is a highlight of the school year. He encourages everyone to attend at Kimball High. We will have two board meetings in December (10th and 17th). Last week he visited Jacobson School and walked through 9 classrooms. He saw some of the very finest instruction he has seen. It was outstanding. He thanked Ms. Petty for her leadership and her staff. They were very impressive.

Adjourn: 8:48 pm

Clerk

Date



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent for Educational Services
DATE: November 20, 2019
SUBJECT: **Receive Report on the Petition for the Establishment of the Tracy Independent Study Charter School**

BACKGROUND: On November 12, 2019 the Board of Trustees received a petition for the establishment of the Tracy Independent Study Charter School.

RATIONALE: Tracy Unified School District staff has determined that the establishment of a non-classroom-based charter school, under the direct control of the School District, would be advantageous to the District both by providing an additional educational choice in the region and by recapturing ADA lost to District students who have enrolled in independent study at public charter schools or private schools. Staff feels urgency on this matter because the District will no longer have authorization to approve of a charter school of this kind after the end of this month.

FUNDING: Not applicable.

RECOMMENDATION: Receive Report on the Petition for the Establishment of the Tracy Independent Study Charter School.

Prepared by: Julianna Stocking, Director of Continuous Improvement, State and Federal Programs.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent for Educational Services
DATE: November 20, 2019
SUBJECT: Conduct a Public Hearing Regarding the Petition for the Establishment of the Tracy Independent Study Charter School

BACKGROUND: A Public Hearing is a required component of the Charter Renewal Process. The California Education Code requires that the Board of Trustees renders a final decision on the renewal of the charter within 60 days of the date of receipt of the charter renewal petition. The Board of Trustees shall approve a charter renewal if it is satisfied that the charter is consistent with the requirements set forth in the Tracy Unified School District's Charter School Board Policy 0420.4, Administrative Regulation 0420.4 and California Education Code Sections 47605 and 47607.

RATIONALE: Tracy Unified School District staff has determined that the establishment of a non-classroom-based charter school, under the direct control of the School District, would be advantageous to the District both by providing an additional educational choice in the region and by recapturing ADA lost to District students who have enrolled in independent study at public charter schools or private schools. Staff feels urgency on this matter because the District will no longer have authorization to approve of a charter school of this kind after the end of this month.

The purpose of this hearing for the Board to consider the level of support for the petition by teachers employed by the school district, other employees of the school district, and parents.

FUNDING: Not applicable.

RECOMMENDATION: Conduct a Public Hearing on the provisions of the charter renewal petition for the establishment of the Tracy Independent Study Charter School.

Prepared by: Julianna Stocking, Director of Continuous Improvement, State and Federal Programs.



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: November 7, 2019
SUBJECT: **Accept the Generous Donations From the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein With Thanks and Appreciation From the Staff and Students of the Tracy Unified School District**

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

Kimball High School:

1. Tracy Unified School District/Kimball High School: From WePay for the amount of \$4,627.52 (ck. #38351551). This donation was generated using the Snap Raise platform. It will be used towards volleyball equipment and uniforms for Kimball High School's girls volleyball team.
2. Tracy Unified School District/Kimball High School: From WePay for the amount of \$3,722.61 (ck. #38039454). This donation was generated using the Snap Raise platform. It will be used for Kimball High School's AVID students to attend college field trips.

Tracy High School:

1. Tracy Unified School District/Tracy High School: From the Tracy Breakfast Lions Club for the amount of \$500.00 (ck. #1302). This donation will benefit Tracy High School's Auto Shop class.
2. Tracy Unified School District/Tracy High School: From Lawrence Livermore National Security, LLC for the amount of \$1,000.00 (ck. #907470). This donation will be used for student research in biotech and engineering.
3. Tracy Unified School District/Tracy High School: From Leprino Foods for the amount of \$715.00 (ck. #1010149111). This donation will go towards the purchase of attire for Tracy High School's Future Farmers of America (F.F.A.) program.
4. Tracy Unified School District/Tracy High School: From PCM Excavation Tracking, Inc. for the amount of \$1,000.00 (ck. #19374). This donation will benefit Tracy High School's Ag Science program.

Williams Middle School:

1. Tracy Unified School District/Williams Middle School: From DonorsChoose, an HP 17.3 inch HD Laptop. This donation will benefit the staff and students of Williams Middle School.

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

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

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

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



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: November 26, 2019
SUBJECT: **Authorize Associate Superintendent for Business Services to Enter into Agreement to Dispose of Damaged, Obsolete and Surplus Furniture, Computers and Equipment through Direct Sale to Vendor in Lieu of Disposal Expenses**

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

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

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

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

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

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

Or

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

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

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

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

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

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

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

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

FUNDING: Cost is only the labor time to palletize and load items.

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

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

E-WASTE INVENTORY 12/10/19

ITEM	ESTIMATED QUANTITY
Milk Cooler	1
Hot Transport Unit (Crescor)	1
Cold Transport Unit (FEW)	2
Refrigerator (True)	1
Freezer (Victory)	1



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Assoc. Superintendent of Business Services
DATE: November 21, 2019
SUBJECT: Approve Accounts Payable Warrants (October, 2019)

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 (October, 2019).

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



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: November 19, 2019
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
December 10, 2019
SUMMARY OF SERVICES**

A. Vendor: ACME Construction Company, Inc.
Site: Central Elementary School Renovation
Item: Change Order #10 - Ratify
Services: Scope of work documented on the change order summary.
Cost: \$79,687.00 Deduction from contingency allowance previously included
in contract.
Project Funding: Measure B Bond Fund, State School Facilities Program



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: November 19, 2019
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
December 10, 2019
SUMMARY OF SERVICES

A. Vendors: Document Tracking Services (DTS)
Sites: District-wide
Item: Licensing Renewal Agreement - Approve
Services: Yearly renewal of existing Agreement between the Tracy Unified School District and DTS to provide electronic document templates for all District School Plans for Student Achievement, (SPSA's), District School Accountability Report Cards (SARC's) and the District Local Control Accountability Plan (LCAP) which will be posted to the District Web-sites in order to meet State and Federal compliance requirements. Agreement extends for one (1) Year: 1/1/2020 through 1/1/2021.
Cost: \$4,680.00
Project Funding: District LCAP Funds

B. Vendors: SurveyMonkey, Inc.
Sites: District-wide
Item: Yearly Renewal of Usage/Access Agreement- Approve
Services: Yearly renewal of existing Agreement between the Tracy Unified School District and SurveyMonkey, to provide electronic surveys, results, data and feedback that are created and accessed by multiple District Departments. Various stakeholder surveys are required as part of the District Local Control Accountability Plan (LCAP); as part of the District's Healthy Kids Grant; and to meet State and Federal Funding compliance requirements. Agreement extends for one (1) Year: 1/24/2020 through 1/23/2021.
Cost: \$4,500.00 for ten access licenses
Project Funding: District LCAP Funds

C. Vendor: Spinelli, Donald, & Nott
Site: District-wide
Item: Purchase Order
Services: Legal services for liability claims and litigation
Cost: \$200.00/hr. as negotiated by the NorCal Relief executive committee.
Project Funding: Risk Management/Legal Services

D. Vendor: Sonday System, Winsor Learning
Site: Special Education
Item: Proposal
Services: Six teachers to attend Sonday System LPL installation training. This training will build staff knowledge of research-based instruction using Let's Plan Learn reading intervention curriculum materials.
Cost: \$1,050.00
Project Funding: Special Education

E. Vendor: Opening Technologies, Inc.
Site: Williams Middle School
Item: Agreement
Services: Contractor to remove old door hardware and install new hardware and keying throughout the Williams Middle School campus, according to specifications.
Cost: \$188,700.00
Project Funding: Unrestricted General Fund/Deferred Maintenance

F. Vendor: Not Applicable
Site: District-wide
Item: Acknowledgment of the Revised Certificate of Compliance for Payment of Developer Fees Form
Description: The attached certificate of compliance form will replace the existing form, which was determined to lack necessary elements. The proposed form intends to document necessary information that precedes issuance of a City of Tracy building permit. Issuance of a certificate of compliance by Tracy Unified School District certifies compliance with Tracy Unified School District's school impact fees and other mitigation requirements.
Cost: No cost associated with this item
Project Funding: No funding necessary

G. Vendor: Raptor Technologies
Site: District-wide
Item: Proposal
Services: The Raptor Visitor Management module instantly screens all visitors, volunteers, and contractors against the sex offender registries and custom registries which can contain custody alters and/or banned visitors. The Raptor Emergency Management system includes three modules; drill management, active incident management and parent-student reunification. This package includes the annual subscription, weekly registry updates, end user training and scanner hardware.
Cost: \$27,710 for the first pro-rated year. \$19,380 upon renewal
Project Funding: Student Services/General Fund



Tracy Unified School District

1875 W. Lowell Avenue, Tracy, CA 95376
(209) 830-3245
www.tracy.k12.ca.us

CERTIFICATE OF COMPLIANCE FOR PAYMENT OF DEVELOPER FEES

[Read this form in its entirety, including the Instructions on page 2, prior to completing form]

SECTION 1: This section to be completed by **Property Owner/Developer**

Project/Development Name (if applicable): _____

Address: _____ Parcel: _____ - _____ - _____ Tract#: _____ Lot#: _____

Property Owner/Developer Name: _____ Phone #: _____

Mailing Address: _____ Email: _____

DEVELOPMENT CATEGORY: (Check one) ☐ Residential ☐ Commercial/Industrial

TYPE OF CONSTRUCTION: (Check one) ☐ New Construction ☐ Tear-Down/Rebuild ☐ Addition/Remodel/Expansion

I am fully aware of my responsibilities to coordinate the processing of this form and to contact Tracy Unified School District ("TUSD") to find out about the basis for school impact fees and fee increases or changes. I understand that payment of such fees shall be by **Certified or Cashier's Check** made payable to **TRACY UNIFIED SCHOOL DISTRICT**, and may only be paid in person at the TUSD District Office. Completion of this form by the City of Tracy/City of Lathrop/County of San Joaquin (as applicable), full payment of fees to TUSD, and issuance of a completed Certificate of Compliance by TUSD is required as a prerequisite to the issuance of a building permit. I further understand that issuance of a Certificate of Compliance by TUSD certifies compliance with TUSD's school impact fees and requirements only; it does **NOT** certify compliance with any fees or requirements imposed by the applicable elementary school district within whose boundaries the Project is located (i.e., Banta Elementary School District, Jefferson School District, New Jerusalem School District, as applicable). I confirm that I have read, understand, and am fully aware of the terms set forth in this form in its entirety.

Signature of Owner/Developer

Name

Date

SECTION 2: To be completed by **City of Tracy/City of Lathrop/County of San Joaquin** (Authorized Building Dept. Officer)

A building permit is pending for the above named Project. The City/County (circle applicable jurisdiction) Building Department has calculated the square footage of the Project, below. Payment of school impact fees to TUSD and the applicable elementary school district (if applicable) within whose boundaries the Project is located is a prerequisite to the issuance of a building permit. Pursuant to Education Code, §17620(b), the City/County shall not issue a building permit for the Project absent completed Certificates of Compliance from both TUSD and the appropriate elementary school district (if applicable).

Project# / Plan Check #: _____ **BUILDING PERMIT #:** _____

Tract #: _____ Lot #: _____ APN Parcel #(s): _____

<p>COMMERCIAL/INDUSTRIAL*</p> <p>Square Footage: _____</p> <p>(If Tear-Down/Rebuild: _____ Sq. Ft. (old))</p> <p><input type="checkbox"/> Mini-Storage (check if applicable)</p> <p>Other: _____</p>	<p>RESIDENTIAL**</p> <p># of Units: _____</p> <p><input type="checkbox"/> New Residential Construction: _____ Sq. Ft. Unit Type: _____ (single or multi-family, attached/detached, etc.)</p> <p><input type="checkbox"/> Addition/Remodel/Expansion: _____ Sq. Ft.</p> <p><input type="checkbox"/> Tear-Down/Rebuild: _____ Sq. Ft. (new) _____ Sq. Ft. (old)</p> <p>(If Tear-Down/Rebuild: <input type="checkbox"/> Voluntary OR <input type="checkbox"/> Damage/Destruction Caused by Disaster)</p> <p>Other: _____</p>
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Signature of Authorized Building Dept. Officer

Name

Title

Date

***Commercial/Industrial** – Chargeable Covered and Enclosed Space: Square footage of the covered and enclosed space determined to be within the perimeter of a commercial or industrial structure, not including any storage areas incidental to the principal use of the construction, garage, parking structure, unenclosed walkway, or utility or disposal area.

****Residential** – Assessable Space: All of the square footage within the perimeter of a residential structure, not including any carport, covered or uncovered walkway, garage, overhang, patio, enclosed patio, detached accessory structure, or similar area. Assessable space includes the square footage of enclosed walkways, such as hallways inside the perimeter of a residential structure.

CERTIFICATE OF COMPLIANCE FOR PAYMENT OF DEVELOPER FEES (Continued)

SECTION 3: This section to be completed by **Tracy Unified School District** (Authorized District Representative)

School impact fees are subject to change upon approval by the Tracy Unified School District (TUSD) Board of Education. Current rate in effect applies at the time of imposition of fees/payment. Payment of these fees to TUSD is a prerequisite to the issuance of a building permit.

Boundaries (check one): ☐ Only Tracy Unified School District ☐ TUSD + Feeder School: _____
(If checked, issuance of this Certificate of Compliance does NOT certify compliance with applicable feeder school requirements)

FEE COMPUTATION (based on square footage certified by the City/County [see previous page]):

Commercial/Industrial

Square Footage: _____ X \$ _____ = _____
(# of square feet) (rate per sf) (commercial/industrial developer fees due)

Residential

Square Footage: _____ X \$ _____ = _____
(# of square feet) (rate per sf) (residential developer fees due)

Other: _____

☐ Exempt (If exempt, check box & state reason): _____

☐ Voluntary Mitigation Agreement Entered in Lieu of Payment of Developer Fees (check box if applicable)

Date Entered: _____ Contract #: _____ Mitigation Fee: _____

Total Amount Paid \$ _____ **Date of Payment:** _____ **Check #:** _____

Receipt #: _____ **CERTIFICATE OF COMPLIANCE #:** _____

Signature of Authorized District Representative

Name

Title

Date of Issuance

PURSUANT TO GOVERNMENT CODE SECTION 66020(d), OWNER/DEVELOPER HAS A PERIOD OF 90 DAYS FROM THE DATE OF ISSUANCE OF THIS CERTIFICATE TO PROTEST THE IMPOSITION OF THESE FEES

INSTRUCTIONS: Owner/Developer ("Owner") must follow the instructions below for prompt processing:

- Upon completion of Section 1, Owner must submit this form to the City or County building department (applicable jurisdiction) for calculation and certification of Project square footage using Section 2 of this form. Completion of Sections 1 (by Owner) and Section 2 (by City/County) is required prior to Owner submittal of this form to TUSD.
- Fees must be paid in person at TUSD's Facilities Department Office (1875 W. Lowell Avenue, Tracy) **BY APPOINTMENT ONLY**. Please call (209) 830-3245 or email DECFacilitiesStaff@tUSD.net to schedule an appointment with TUSD to process and pay developer fees.
- Owner must bring the following to the appointment: (i) fully completed original Certificate of Compliance form, with all of the above blank portions completed by the Owner (Section 1) and City/County (Section 2) with authorized original signatures (in ink); (ii) Owner's current Driver's License, passport, or government issued I.D.; (iii) a copy of the applicable plot plan, site plan, floor plan and/or master plan for the project showing and identifying the total area of the building(s) to be constructed; and (iv) full payment of fees, by Certified or Cashier's Check, **made payable to Tracy Unified School District**.
- Issuance of a Certificate of Compliance by TUSD is a precondition to issuance of a building permit for the Project.
- Upon payment and clearance of fees, TUSD will issue a Certificate of Compliance and receipt for the amount paid. Issuance of a Certificate of Compliance by TUSD certifies compliance with TUSD's school impact fee requirements only; it does NOT certify payment of or compliance with any fees or requirements imposed by the applicable elementary school district within whose boundaries the Project is located (if applicable).
- If subsequent modifications to the Project result in a change in project type or an increase in square footage, or if the Certificate of Compliance expires prior to building permit issuance, Owner must obtain an updated Certificate of Compliance from TUSD and pay any additional fees owing at the then-current rate before the building permit can be issued.
- Fee rates are subject to change at any time upon approval by TUSD's Board of Education in accordance with law. The current rate in effect at the time of imposition of fees/payment shall apply. It is the Owner's responsibility to contact TUSD to find out about current rates, the basis for fees, and fee increases or changes.
- TUSD charges a \$100 administrative fee to process any refund of fees, or amendments to or cancellation of a Certificate of Compliance formerly issued on any type of development, including, without limitation, amendments due to down-sizing, project cancellation, or expired building permit. A returned check due to "insufficient funds" is subject to a \$35 returned check fee in addition to the \$100 administrative fee for reprocessing.

CERTIFICATE OF COMPLIANCE IS VALID FOR 30 DAYS FROM THE DATE OF ISSUANCE



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: November 21, 2019
SUBJECT: **Approve Payroll Report (October, 2019)**

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 (October, 2019).

Prepared by: Reed Call, Director of Financial Services.

Pay Date 10/10/2019

Fund 01

LABOR DISTRIBUTION FOR EMPLOYEES SUMMARY

Fund	01	SACS Object	Amount	
		1100	370,579.05	Teachers' Salaries
		1200	4,960.69	Cert Pupil Support Salaries
		1300	190.00	
		1900	1,300.00	Other Certificated Salaries
		2100	27,791.28	Instructional Aides' Salaries
		2200	107,709.40	Classified Support Salaries
		2300	200.00	
		2400	18,434.13	Clerical & Office Salaries
		2900	6,137.45	Other Classified Salaries
		Total Labor	537,302.00	
Fund	01	SACS Object	Amount	
		3101	46,880.15	STRS On 1000 Salaries
		3102	68.40	STRS On 2000 Salaries
		3201	384.17	PERS On 1000 Salaries
		3202	7,173.79	PERS On 2000 Salaries
		3301	7,083.73	
		3302	10,085.49	
		3501	188.73	State Unemploy On 1000 Salary
		3502	80.19	State Unemploy On 2000 Salary
		3601	6,758.26	Worker'S Comp Ins On 1000 Sal
		3602	2,872.90	Worker'S Comp Ins On 2000 Sal
		Total Contributions	81,575.81	
Fund	11	SACS Object	Amount	
		1100	15,077.34	Teachers' Salaries
		1200	920.15	Cert Pupil Support Salaries
		2100	511.69	Instructional Aides' Salaries
		2400	690.22	Clerical & Office Salaries
		Total Labor	17,199.40	
Fund	11	SACS Object	Amount	
		3101	1,479.86	STRS On 1000 Salaries
		3202	100.91	PERS On 2000 Salaries
		3301	231.96	
		3302	91.94	
		3501	8.02	State Unemploy On 1000 Salary
		3502	0.61	State Unemploy On 2000 Salary
		3601	286.77	Worker'S Comp Ins On 1000 Sal
		3602	21.54	Worker'S Comp Ins On 2000 Sal
		Total Contributions	2,221.61	

Fund 12	SACS Object	Amount	
	2100	4,432.02	Instructional Aides' Salaries
	Total Labor	4,432.02	
Fund 12	SACS Object	Amount	
	3102	117.68	STRS On 2000 Salaries
	3202	40.03	PERS On 2000 Salaries
	3302	171.55	
	3502	2.20	State Unemploy On 2000 Salary
	3602	79.45	Worker'S Comp Ins On 2000 Sal
	Total Contributions	410.91	
Fund 13	SACS Object	Amount	
	2200	23,520.39	Classified Support Salaries
	Total Labor	23,520.39	
Fund 13	SACS Object	Amount	
	3202	1,488.20	PERS On 2000 Salaries
	3302	1,254.71	
	3502	11.73	State Unemploy On 2000 Salary
	3602	421.60	Worker'S Comp Ins On 2000 Sal
	Total Contributions	3,176.24	

ESCAPE **ONLINE**

Pay Date 10/31/2019

Fund 01

LABOR DISTRIBUTION FOR EMPLOYEES SUMMARY

Fund	01	SACS Object	Amount	
		1100	5,002,963.38	Teachers' Salaries
		1200	330,140.86	Cert Pupil Support Salaries
		1300	550,442.26	Cert Suprvrs' & Admins' Sal
		1900	126,000.03	Other Certificated Salaries
		1999	0.00	1000 Salary Payroll Errors
		2100	430,765.47	Instructional Aides' Salaries
		2200	798,595.78	Classified Support Salaries
		2300	177,408.96	Class Suprvrs' & Admins' Sal
		2400	455,435.38	Clerical & Office Salaries
		2900	41,757.03	Other Classified Salaries
		Total Labor	7,913,509.15	
Fund	01	SACS Object	Amount	
		3101	997,078.58	STRS On 1000 Salaries
		3102	6,161.41	STRS On 2000 Salaries
		3201	34,745.25	PERS On 1000 Salaries
		3202	358,210.91	PERS On 2000 Salaries
		3301	89,120.20	
		3302	133,745.35	
		3401	641,108.33	
		3402	266,583.03	
		3501	3,004.91	State Unemploy On 1000 Salary
		3502	950.68	State Unemploy On 2000 Salary
		3601	107,721.06	Worker'S Comp Ins On 1000 Sal
		3602	34,128.37	Worker'S Comp Ins On 2000 Sal
		3701	72,264.56	
		3702	36,363.03	
		Total Contributions	2,781,185.67	
Fund	11	SACS Object	Amount	
		1100	11,039.46	Teachers' Salaries
		1200	8,076.04	Cert Pupil Support Salaries
		1300	10,706.96	Cert Suprvrs' & Admins' Sal
		2100	6,037.34	Instructional Aides' Salaries
		2400	8,522.97	Clerical & Office Salaries
		Total Labor	44,382.77	
Fund	11	SACS Object	Amount	
		3101	5,099.65	STRS On 1000 Salaries
		3202	2,871.43	PERS On 2000 Salaries
		3301	400.33	
		3302	1,051.65	
		3401	2,139.65	
		3402	1,977.13	
		3501	14.92	State Unemploy On 1000 Salary
		3502	7.30	State Unemploy On 2000 Salary
		3601	534.56	Worker'S Comp Ins On 1000 Sal
		3602	261.00	Worker'S Comp Ins On 2000 Sal
		Total Contributions	14,357.62	

Fund 12	SACS Object	Amount	
	1300	2,107.90	Cert Suprvrs' & Admins' Sal
	2100	9,141.18	Instructional Aides' Salaries
	2400	3,837.31	Clerical & Office Salaries
	Total Labor	15,086.39	
Fund 12	SACS Object	Amount	
	3101	360.46	STRS On 1000 Salaries
	3102	421.42	STRS On 2000 Salaries
	3202	1,543.91	PERS On 2000 Salaries
	3301	27.79	
	3302	738.60	
	3401	196.08	
	3402	1,148.37	
	3501	1.05	State Unemploy On 1000 Salary
	3502	6.50	State Unemploy On 2000 Salary
	3601	37.78	Worker'S Comp Ins On 1000 Sal
	3602	232.63	Worker'S Comp Ins On 2000 Sal
	Total Contributions	4,714.59	
Fund 13	SACS Object	Amount	
	2200	130,150.13	Classified Support Salaries
	2300	33,672.42	Class Suprvrs' & Admins' Sal
	2400	16,111.63	Clerical & Office Salaries
	Total Labor	179,934.18	
Fund 13	SACS Object	Amount	
	3202	29,785.06	PERS On 2000 Salaries
	3302	12,441.96	
	3402	16,650.73	
	3502	90.00	State Unemploy On 2000 Salary
	3602	3,225.36	Worker'S Comp Ins On 2000 Sal
	Total Contributions	62,193.11	

ESCAPE ONLINE



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Assoc. Superintendent of Business Services
DATE: November 21, 2019
SUBJECT: Approve Revolving Cash Fund Reports (October, 2019)

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 (October, 2019).

Prepared by: S. Reed Call, Director of Financial Services.1

11/01/19

TUSD
REVOLVING CASH FUND
October 2019

Date	Num	Name	Memo	Paid Amount
10/03/2019	9600	CITY OF TRACY TRANSIT STATION	PO20-01328 TRACER TICKETS TYAP	
			01-6500-0-5770-1110-4300-800-6955	-600.00
TOTAL				-600.00
10/09/2019	9601	HOLIDAY INN EXPRESS NAPA	Conf#214103921 Sara Foote 10/18-19/2019	
			01-0709-0-1110-2140-5200-600-2767	-196.14
TOTAL				-196.14
10/15/2019	9602	CSTA	California Science Education Conference 10/...	
			01-0000-0-1110-2140-5200-260-2323	-420.00
TOTAL				-420.00
10/17/2019	9603	CITY OF TRACY TRANSIT STATION	PO20-00964 Tracer tickets Prev Svcs	
			01-3010-0-0000-7200-4300-800-2749	-200.00
TOTAL				-200.00
10/21/2019	9604	DEPARTMENT OF MOTOR VEHIC...	PO20-00421 DMV FEES	
			01-0723-0-1110-3600-5800-840-9702	-31.20
			01-0724-0-5750-3600-5800-840-9702	-46.80
TOTAL				-78.00
10/23/2019	9605	SUKHMANI SHERGILL	PO20-01338 CPR and First Aid Child Care Pr...	
			12-6127-0-7110-2140-5800-400-3002	-675.00
TOTAL				-675.00
10/25/2019	9606	CA Restaurant Association	ServSafe certification & Exam Jennifer Gaud...	
			13-5310-0-0000-3700-5200-800-9802	-145.00
TOTAL				-145.00
10/28/2019	9607	FLORAL FRESH INC.	Conference 10/29/19 Marlene Hepner	
			01-3550-0-3800-1000-5200-700-2996	-170.00
TOTAL				-170.00



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent of Educational Services
DATE: November 19, 2019
SUBJECT: Ratify Master Contract for Central Valley Training Center (CVTC), NPA for the 2019-2020 School Year

BACKGROUND: Board approval is requested to contract for Non-Public Agency (NPA) placement for one student at Central Valley Training Center (CVTC), NPA in Stockton, CA . The District's Special Education administration would like to continue the contract that Tracy Unified School District (TUSD) has had with Central Valley Training Center (CVTC) to provide the placement pursuant to the student's IEP. Ratification is necessary at this time to remain compliant with that IEP.

RATIONALE: Districts must offer a continuum of services including, when necessary, placement at Non-Public Agencies (NPA). 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 careers; and District Strategic Goal #3: Apply fiscal, operational and community resources to ensure a safe learning environment that supports staff and student goals.

FUNDING: Expenses for the 2019-2020 regular school year and related services will not exceed \$18,700.00. Special Education contract expenses are funded through 602 funding for Special Education, budgeted in account #01-6500-0-5750-1180-5800-800-2542.

RECOMMENDATION: Ratify Master Contract for Central Valley Training Center (CVTC), NPA for the 2019-2020 School Year.

Prepared by: Tammy Jalique, Interim Director of Special Education.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent of Educational Services
DATE: November 19, 2019
SUBJECT: Ratify Agreement for Special Contract Services with Haynes Family of Programs S.T.A.R Academy NPA, for Compensatory Services for the 2019-2020 School Year

BACKGROUND: Board approval is requested to ratify the contract with Haynes Family of Programs S.T.A.R Academy NPA to provide compensatory services for a special education student. The Special Education department would like to contract with S.T.A.R Academy Haynes Family of Programs NPA, for the agreed upon compensatory education, as the District has current contracts with Haynes under confidential Settlement Agreements. Ratification and approval is necessary at this time to remain compliant with that agreement.

RATIONALE: Districts must offer a continuum of services including, when necessary, compensatory education to students with exceptional needs. 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 careers; and District Strategic Goal #3: Apply fiscal, operational and community resources to ensure a safe learning environment that supports staff and student goals.

FUNDING: Expenses for this contract is billed at \$80.00 per hour. Total contract expenses will not exceed \$6,400.00. Special Education contract expenses are funded through 602 funding for Special Education, budgeted in account #01-6500-0-5750-1180-5800-800-2542.

RECOMMENDATION: Ratify Agreement for Special Contract Services with Haynes Family of Programs S.T.A.R Academy NPA, for Compensatory Services for the 2019-2020 School Year.

Prepared by: Tammy Jalique, Interim Director of Special Education.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent of Educational Services
DATE: November 1, 2019
SUBJECT: **Approve Overnight Travel for Tracy High Varsity Softball Team to Notre Dame High School in Salinas, CA on March 20, 2020**

BACKGROUND: The Tracy High Varsity Softball Team would like to travel to Notre Dame High School in Salinas, CA. Approximately 18 players, 2 scorekeepers and 3 coaches will attend this event. The team will travel by District vans, driven by District approved drivers. The team will stay at the Holiday Inn Express in Salinas. The team will be chaperoned by Coach Paulette Keeney and Assistant Coaches throughout the duration of the trip.

RATIONALE: One overnight is required to provide the softball team ample time to rest and prepare for their game on Friday as well as the game on Saturday. The softball team is strengthened by the opportunity to play together and this time together will allow for “team building” on and off the field. This is a wonderful opportunity and ties in 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: The Tracy High Athletic Department will pay the \$750.00 transportation cost for District vans to be driven by the coaches. Individual players will pay for additional food and miscellaneous expenses. The Tracy High School Softball Booster Club will pay the hotel expenses for this one night event.

RECOMMENDATION: Approve Overnight Travel for Tracy High Varsity Softball Team to Notre Dame High School in Salinas, CA on March 20, 2020.

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



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent of Educational Services
DATE: November 26, 2019
SUBJECT: **Approve Out of State Travel for ISET Director to Attend the Annual Finalsite Conference in Orlando, Florida on March 4 – 7, 2020**

BACKGROUND: Finalsite is a Software as a Service (SaaS) company that hosts public websites. Beginning last year, The District contracted with Finalsite to develop, co-design and host our public website. Finalsite's Annual Conference is a national conference designed to promote professional learning that advances website administration. The annual conference is designed to provide a hands-on approach to website administration with keynote speakers and concurrent sessions that will develop new knowledge, hone existing skills and challenge current practices, and introduce new tools to apply immediately to our website's public domain. These workshops will support our website administrator in the continual design and enhancement of our public website as well as maintenance constituent and (Americans with Disabilities Act) ADA modules.

RATIONALE: The Information Systems and Educational Technology Department (ISET) is charged with developing and recreating Tracy Unified School District's website to enhance our public presence. Since this will be the first conference to be attended by the district's website administrator, the Finalsite sessions will support the website administrator in learning how to address the challenges within our newly designed website; how to measure the impact of the website to the stakeholders and how effectively manage and maintain the administrative aspect of the website's portals and modules. The sessions will likewise strengthen our website's compliance with ADA policies and adherence to Web Content Accessibility Guidelines (WCAG 2.0). This agenda item supports all three District Strategic Goals: #1: Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or careers; #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 #3: Apply fiscal, operational and community resources to ensure a safe learning environment that supports staff and student goals.

FUNDING: The conference cost will total \$3,620.00 for one attendee and includes conference registration, lodging, transportation, and some meal costs. Breakfast and lunches are included in the conference. Costs will be paid from the ISET Professional Training funds.

RECOMMENDATION: Approve Out of State Travel for ISET Director to Attend the Annual Finalsite Conference in Orlando, Florida on March 4 – 7, 2020.

Prepared by: Tom Quiambao, Director of ISET.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Supertinent
FROM: Dr. Sheila Harrison, Associate Superintendent of Educational Services
DATE: November 22, 2019
SUBJECT: Ratify Master Contract for Triumph Youth Services, LLC, NPS for the 2019-2020 School Year

BACKGROUND: Board approval is requested to contract for Non-public school (NPS) placement for one student at Triumph Youth Services, LLC, NPS in Brigham City, UT. The contract is being implemented to provide placement pursuant to the student's IEP. Ratification is necessary at this time to remain complaint with that IEP.

RATIONALE: Districts must offer a continuum of services including, when necessary, placement at Non-Public Schools (NPS). 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. 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. Goal 3: Apply fiscal, operational and community resources to ensure a safe learning environment that supports staff and student goals.

FUNDING: Expenses for the 2019-2020 regular school year and related services will not exceed \$40,596.00. Special Education contract expenses are funded through 602 funding for Special Education, budgeted in account # 01-6500-0-5750-1180-5800-800-2542.

RECOMMENDATION: Ratify Master Contract for Triumph Youth Services, LLC, NPS for the 2019-2020 School Year.

Prepared by: Tammy Jalique, Interim Director of Special Education.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent of Educational Services
DATE: December 3, 2019
SUBJECT: **Approve Agreement for Special Contract Services between the District and Restoration Center to Provide Parent Project Workshops at Jacobson Elementary School for the 2019-2020 School Year**

BACKGROUND: Parent Project is an intensive psycho-educational parent training program used as both a prevention and intervention for our parents and students. Parent Project targets at risk students between the ages 5-12 using behavior modification as a basis for change during the 2019-2020 school year.

RATIONALE: Jacobson Elementary School will host the Parent Project, who will provide the parent trainings (in both Spanish and English) as a way to provide assistance using specific strategies and support systems to help parents help their children attend school and be academically successful. There will be a training manual, refreshments, and incentives provided to parents for participating. This parent program will support District Strategic Goal #3: Apply fiscal, operational and community resources to ensure a safe learning environment that supports staff and student goals.

FUNDING: There will be no fee to host this parent project on our school campus.

RECOMMENDATION: Approve Agreement for Special Contract Services between the District and Restoration Center to Provide Parent Project Workshops at Jacobson Elementary School for the 2019-2020 School Year

Prepared by: Ms. Mary Petty, Jacobson School Principal.

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 Restoration Center _____, 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: Host a no cost 10 week Parent Project Workshop to be provided at Jacobson. Participants receive a Grocery Gift Card upon completion. Refreshments for participants provided each week. Maximum 20 participants.

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 20 () ☒ HOURS | | DAYS, under the terms of this agreement at the following location Jacobson.

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

- a. District shall pay \$0 per | | HOUR | | DAY | | FLAT RATE, not to exceed a total of \$0. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
- b. District | | SHALL ☒ SHALL NOT reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the District, with rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$0 for the term of this agreement.
- c. District shall make payment on a | | MONTHLY PROGRESS BASIS | | SINGLE PAYMENT UPON COMPLETION OF THE DUTIES and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.

4. The terms of the agreement shall commence on January 13, 2020, and shall terminate on March 20, 2020.

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, Mary Petty, at (204) 830-3315 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.
8. Contractor enters into this Agreement as an independent contractor and not as an employee of the District. The Contractor shall have no power or authority by this Agreement to bind the District in any respect except as provided herein. Nothing in this Agreement shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Contractor are employees, agents, contractors or subcontractors of the Contractor and not of the District. The District shall not be obligated in any way to pay any wage claims or other claims made against Contractor by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Agreement.
 - a. CONTRACTOR shall be required to provide comprehensive general liability insurance coverage in the amount of one million dollars (\$1,000,000.00) combined single limit per occurrence; two million dollars (\$2,000,000.00) general aggregate. A separate additional insured endorsement shall be provided to include the DISTRICT and its officers, officials, employees, agents and volunteers as additional insured in the policy. It is agreed that insurance coverage provided by CONTRACTOR herein is endorsed as primary and noncontributory to any similar insurance or self-insurance carried by DISTRICT. The DISTRICT reserves the right to adjust its insurance requirements as needed.
 - b. Contractor [☐] **WILL** [☒] **WILL NOT** have significant contact with students. If applicable, proof of professional liability insurance, to include one million dollars (\$1,000,000.00) per occurrence for Sexual Abuse/Molestation is also required. If applicable, CONTRACTOR will comply with the provisions of Education Code 45125 regarding the submission of fingerprints to the California Department of Justice and the completion of criminal background investigations of the CONTRACTOR and/or its employees.

Contractor agrees to hold harmless and to indemnify District for:


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

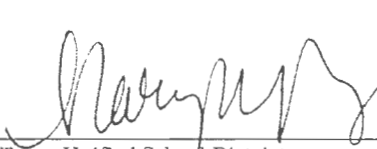
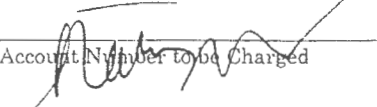
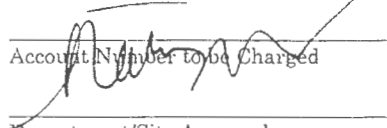
9. This Agreement is for the personal services of the Contractor and Contractor may not assign the performance of the services to any person or persons who are not parties to this Agreement except for employees of Contractor. None of the services covered by this Agreement shall be subcontracted without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

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

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

AGREED:


Contractor Signature
CEO
Title
45-3777391
IRS Identification Number
CEO
Title
500 N. Corral Hollow Rd
Address
Tracy, CA 95376


Tracy Unified School District
12/3/19
Date

Account Number to be Charged

Department/Site Approval

Budget Approval

Date Approved by the Board



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent for Human Resources
DATE: November 20, 2019
SUBJECT: Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment

BACKGROUND:

**MANAGEMENT/CLASSIFIED
CONFIDENTIAL RESIGNATION**

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Sousa, Carmine Personnel Analyst For Certificated Employees	DEC/HR	November 18, 2019	Accepted the Sec. to the Director of Curric. Accountability & Contin. Improvement

BACKGROUND:

CLASSIFIED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Galvan, Avileni School Supervision Assist.	Hirsch	October 31, 2019	Accepted a 2 hour SSA position at Hirsch
Martinez, Evelyn Para Educator I	Kelly	November 11, 2019	Accepted a 4 hour Clerk Typist position
Minten, Laura Utility Person III	MOT/ Various Sites	November 17, 2019	Accepted Utility Person III day position
Rodriguez-Gonzalez, Deisy Food Service Worker	WHS	November 1, 2019	Accepted a 6 hr. FSW position at WMS

BACKGROUND:**CLASSIFIED RETIREMENT**NAME/TITLESITEEFFECTIVE
DATEMonson, Pamela
Special Ed Para Ed I

McKinley

November 16, 2019

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: October 30, 2019
SUBJECT: Approve Classified, Certificated, and/or Management Employment

BACKGROUND:

Nelson, Brianna

MANAGEMENT/CLASSIFIED CONFIDENTIAL

Speech Language Pathologist (Replacement)
District Wide
LMP, Class 8, Step A \$48,187.20
Funding: Special Education

BACKGROUND:

Rodriguez, Tara

CERTIFICATED

Special Education 7/8 SDC (Replacement)
Williams Middle School
Class I, Step 1 "A" \$30,489.98
Funding: Special Education

BACKGROUND:

Adame Garcia, Jacqueline

CLASSIFIED

IEP Para Educator I (Replacement)
Bohn Elementary School
Range 24, Step B - \$15.77 per hour
3.5 hours per day
Funding: Special Education

Beltran, Ralph

Utility Person II (Replacement)
George Kelly School
Range 35, Step A - \$19.47 per hour + ND
8 hours per day
Funding: General Fund

Galvan, Avileni

School Supervision Assistant (Replacement)
Hirsch Elementary School
Range 21, Step A - \$14.07 per hour
2 hours per day
Funding: General Fund

Guzman-Tinajero, Sahian	Special Education Para Educator I (Replacement) Central Elementary School Range 24, Step A - \$15.07 per hour 4 hours per day Funding: Special Education
Lam, Sancha	Assistant to the Director of Special Education (Replacement) DEC/Special Education Range 35, Step C - \$21.36 per hour 8 hours per day Funding: Special Ed – IDEA BASE Grant
Martinez, Evelyn	Clerk Typist I (Replacement) George Kelly School Range 23, Step D - \$16.89 per hour 4 hours per day Funding: General Fund
Minten, Laura	Utility Person III (Replacement) MOT/Grounds Range 36, Step A - \$19.91 per hour 8 hours per day Funding: General Fund – 50% and Home to School Transportation – 50%
Ramirez-Aciego, Ana Lucia	Food Service Worker (Replacement) Williams Middle School Range 22, Step C - \$15.77 per hour 3 hours per day Funding: Child Nutrition – School Program
Reyes III, Felix	Groundskeeper I (Replacement) Kimball High School Range 33, Step A - \$18.56 per hour 8 hours per day Funding: Ongoing and Major Maintenance
Rodriguez-Gonzalez, Deisy	Food Service Worker (Replacement) Williams Middle School Range 22, Step E - \$17.31 per hour 6 hours per day Funding: Child Nutrition – School Program
Sousa, Carmine	Secretary to the Director of Curriculum, Accountability and Continuous Improvement (Replacement) District Education Center Range 40, Step E - \$26.39 per hour 8 hours per day Funding: General Fund

BACKGROUND:

Bailey, Deonte

Pombo, Richard

Vallotton, David

COACHES

Frosh Boys' – Basketball
West High School
Stipend: \$4,034.50

JV Baseball
Kimball High School
Stipend: \$4,843.58

Assistant Track
Kimball High School
Stipend: \$4,843.58

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: November 11, 2019
SUBJECT: **Consider Claim No. 578528**

BACKGROUND: On November 7, 2019, a claim was received by the Tracy Unified School District in which the claimant stated that a loss or injury occurred on May 10, 2019.

The District's insurance providers reviewed the subsequent claim and determined:

- a. The information provided to date does not suggest that there is a liability on behalf of the School District.

The District's insurance providers recommend a rejection/denial of this claim by the Board of Trustees.

The amount of the claim is noted as being in excess of \$10,000.00.

RATIONALE: District's insurance advisors, legal advisors, and District staff recommend rejection/denial of this claim. This is standard practice in order to protect the District from future litigation.

FUNDING: District insurance account covers costs up to the Board approved deductible amount.

RECOMMENDATIONS: Reject Claim No. 578528.

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



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: November 29, 2018
SUBJECT: **Certify 2019-2020 Fiscal Year First Interim Report**

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

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

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

As of the time this agenda item is being considered, labor negotiations have not been completed for the year for the any of the district's bargaining group, however, an item is on the agenda for consideration later in this meeting to complete negotiations with TEA.

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

FUNDING: The first interim report generates no cost. It is merely a reporting of all projected revenues and expenses in the current and next two fiscal years. This report and the actions

required to implement the changes will ensure the district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the subsequent two fiscal years.

RECOMMENDATION: Certify 2019-2020 Fiscal Year First Interim Report.

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



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent of Educational Services
DATE: November 13, 2019
SUBJECT: Approve Revised TUSD Master Plan for Services to English Learners - 2nd Reading

BACKGROUND: The TUSD Master Plan for Services to English Learners provides the educational staff and community up to date information regarding the legal requirements for English learner programs. The plan explains and guides the placement, assessment, reclassification, and monitoring practices for English Learners. The last major revision to the district's EL Master Plan was in the fall of 2017. Since that time, the Master Plan has been updated to reflect changes in standards, assessment, and accountability at the State and Federal levels. However, over the past eighteen months there have been major changes at both the State and Federal levels that have resulted in significant changes to the English learner programs effective July 1, 2017. The passage of the Every Student Succeeds Act (ESSA) at the Federal level increases the requirement for monitoring of effective language instruction educational programs for English learners and increased monitoring of reclassified students and of students with disabilities who are EL. ESSA also changes the requirements for annual notices for parents of ELs. The passage of Proposition 58 in the fall of 2016 is driving changes to the programs and services provided in California. These changes include a redefinition of Structured English Immersion, the elimination of the English Language Mainstream program description, and the elimination of the requirement for waivers to participate in a dual language/bilingual program. The TUSD Master Plan for Services to English Learners has been revised to reflect the changes resulting from the new State and Federal regulations that took effect July 1, 2019; aligned to the English Language Proficiency Assessments for California (ELPAC) and reclassification process for English Learners. The District English Learner Advisory Committee (DELAC) has been informed about updates to the Master Plan over the years and will be provided with an in-depth orientation to the revised Master Plan this fall.

RATIONALE: The District Master Plan for Services to English Learners has undergone revisions to reflect changes at both the state and federal level that took effect July 1, 2019. The revised plan needs to be approved by the local governing board. This 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 #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: There is no cost to the District.

RECOMMENDATION: Approve Revised TUSD Master Plan for Services to English Learners – 2nd Reading.

Prepared by: Julianna Stocking, Director of Continuous Improvement, State and Federal Programs.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent of Educational Services
DATE: December 3, 2019
SUBJECT: Approve Discard of Obsolete Instructional Materials

BACKGROUND: After new instructional materials adoptions approved by the Board have been purchased and implemented, Instructional Media Services withdraws the replaced, obsolete materials from the sites and the Instructional Media Center (IMC) collection and holds a public discard. The IMC has obsolete materials used to teach Advanced Placement Government, International Baccalaureate History of the Americas, Marketing, Entrepreneurship, and English Language Development. The IMC makes all materials available free to the public for three days, then arranges for the recycling of all materials not claimed by the public. A search for recyclers to purchase these materials for pulp was unsuccessful; there is no market for this material. Secondary Fiber of Hayward will pick up, remove, and recycle the materials from the TUSD Warehouse at no cost to the District.

RATIONALE: Board Policy 3270 allows for the removal of instructional materials that have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas. Education Code 60530 allows districts to sell obsolete instructional materials for recycling into paper pulp. This Agenda request supports District Strategic Goal #3: Apply fiscal, operational and community resources to ensure a safe learning environment that supports staff and student goals.

FUNDING: The value of the obsolete instructional materials is difficult to assess, but there is no market for these materials. There is no cost to the District to discard these materials.

RECOMMENDATION: Approve Discard of Obsolete Instructional Materials.

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



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Sheila Harrison, Associate Superintendent for Educational Services
DATE: November 20, 2019
SUBJECT: **Approve the Establishment Charter Petition for the Tracy Independent Study Charter School**

BACKGROUND: On November 12, 2019 the Board of Trustees received a petition for the establishment of the Tracy Independent Study Charter School. The California Education Code requires that the Board of Trustees render a final decision on the application within sixty (60) days of the date of receipt of the charter petition. The Board of Trustees shall approve a charter application if it is satisfied that the charter is consistent with the requirements set forth in the Tracy Unified School District's Charter School Board Policy 0420.4, Administrative Regulation 0420.4 and Education Code Sections 47605 and 47607. However, pursuant to a recent change of law, the approval of a petition for the establishment of a new non-classroom-based charter school is prohibited beginning January 1, 2020.

RATIONALE: Tracy Unified School District staff has determined that the establishment of a non-classroom-based charter school, under the direct control of the School District, would be advantageous to the District both by providing an additional educational choice in the region and by recapturing ADA lost to District students who have enrolled in independent study at public charter schools or private schools. Staff feels urgency on this matter because the District will no longer have authorization to approve of a charter school of this kind after the end of this month. Tracy Unified School District staff and legal counsel have prepared the charter petition and have reviewed it to determine if it meets the guidelines and criteria set forth in Education Code Sections 47605 and 47607; Tracy Unified School District Board Policy 0420.4 and Administrative Regulation 0420.4.

It is the determination of the District staff and legal counsel that the Tracy Independent Study Charter School charter petition adequately addresses the above-mentioned guidelines and criteria. Therefore, the District staff and legal counsel recommend that the Tracy Unified School District Board of Trustees approve the Tracy Independent Study Charter School establishment petition for a five (5) year period beginning July 1, 2020 - June 30, 2025.

FUNDING: Not applicable.

RECOMMENDATION: Approve the Establishment Charter Petition for the Tracy Independent Study Charter School.

Prepared by: Julianna Stocking, Director of Continuous Improvement and State and Federal Programs.



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent for Human Resources
DATE: November 15, 2019
SUBJECT: Approve a Variable Term Waiver for Diane L. Pacheco –
Certificate of Completion of Staff Development (SDAIE)

BACKGROUND: Variable term waivers provide additional time to complete the requirements for the credential that authorizes service or to provide employing agencies time to fill the assignment with an individual who either holds an appropriate credential or qualifies under one of the available assignment options.

RATIONALE: Ms. Pacheco holds a Preliminary Designated Subjects Special Subjects Credential in Hospitality, Tourism, and Recreation. A Variable Term Waiver is needed to allow her time to complete the program requirement and obtain her clear credential which will have the Specially Designated Academic Instruction Delivered in English for English Learners (SDAIE) authorization.

FUNDING: There is no cost to the District.

RECOMMENDATION: Approve a Variable Term Waiver for Diane L. Pacheco – Certificate of Completion of Staff Development (SDAIE).

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

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

DECLARATION

The Governing Board of Tracy Unified School District declares that the District has elected to request a Variable Term Waiver while the individual below works on completing the requirements to obtain her clear credential with the appropriate English Learner Authorization. The individual will be provided orientation, guidance and assistance during the valid period of the permit.

Diane L. Pacheco, Home Economics/F.E.A.S.T. at Tracy High School; Grades 9-12

AYES:

NOES:

ABSTAIN:

ABSENT:

Board President

Date: _____

ATTEST:

Board Vice President

Date: _____



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent for Human Resources
DATE: November 22, 2019
SUBJECT: **Approve Declaration for a Provisional Internship Permit**

BACKGROUND: In response to the phasing out of emergency permits, the California Commission on Teacher Credentialing has instituted the use of the Provisional Internship Permit (PIP) effective July 1, 2005. It allows an employing agency to fill staffing needs by hiring individuals who have not yet met the subject matter competence requirement for an internship program. This permit can only be requested by the employing agency. The permits are issued for one year and service is restricted to that employing agency.

RATIONALE: The Provisional Internship Permit allows the employing agency to fill staffing needs by hiring individuals who have not yet met the subject matter competence requirement for an internship program. This agenda item meets District 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: There is no cost to the District.

RECOMMENDATION: Approve Declaration for a Provisional Internship Permit.

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

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

DECLARATION

The Governing Board of Tracy Unified School District declares that the District has elected to employ the following teacher under a Provisional Internship Permit. The individual will be provided orientation, guidance and assistance during the valid period of the permit. She will also be provided assistance to seek and enroll in subject matter training, if necessary, in an effort to pass the subject matter competency exam. Once the exam is passed, she will be eligible for an Intern Permit.

Teela Sharell Jimerson-Williams Middle School, SDC; Mild/Moderate, 7/8

AYES:

NOES:

ABSTAIN:

ABSENT:

Board President

Date: _____

ATTEST:

Board Vice President

Date: _____



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent for Human Resources
DATE: November 22, 2019
SUBJECT: Approve Variable Term Waiver for Anna Thompson – Speech Language Pathology

BACKGROUND: Variable term waivers provide additional time to complete the requirements for the credential that authorizes service or to provide employing agencies time to fill the assignment with an individual who either holds an appropriate credential or qualifies under one of the available assignment options.

RATIONALE: In reviewing staffing for the 2019-2020 school year, it has been determined that Tracy Unified School District has a need for a Variable Term Waiver in the area of Speech Language Pathology.

FUNDING: There is no cost to the District.

RECOMMENDATION: Approve Variable Term Waiver for Anna Thompson, Speech Language Pathology.

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

**TRACY UNIFIED SCHOOL DISTRICT
COUNTY OF SAN JOAQUIN
STATE OF CALIFORNIA**

DECLARATION

The Governing Board of Tracy Unified School District declares that the District has elected to request the following Variable Term Waiver. This will allow the individual below time to complete a program which will authorize her to provide speech language pathology services. The individual will be provided orientation, guidance and assistance during the valid period of the waiver.

Anna Thompson- District Wide; Speech Language Pathologist, LSH

AYES:
NOES:
ABSTAIN:
ABSENT:

Board President

Date

ATTEST:

Board Vice President

Date