

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

**DATE: TUESDAY, FEBRUARY 11, 2020**

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

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

**A G E N D A**

- |            |  |                |
|------------|--|----------------|
| <b>1.</b>  | <b>Call to Order</b>   | <b>Pg. No.</b> |
| <b>2.</b>  | <b>Roll Call – Establish Quorum</b><br>Board: S. Abercrombie, A. Alexander, J. Costa, B. Pekari, S. Kaur, J. Silcox, L. Souza<br>Staff: B. Stephens, C. Goodall, S. Harrison, T. Jalique, B. Etcheverry                                |                |
| <b>3.</b>  | <b>Closed Session:</b> Opportunity to Address the Board Regarding Closed Session Items which follow. Closed session is limited to consideration of items specifically authorized under the Government Code and/or the Education Codes. |                |
|            | <b>3.1 Administrative &amp; Business Services:</b> None.   |                |
|            | <b>3.2 Educational Services:</b>   |                |
|            | <b>3.2.1</b> Findings of Fact: FF#19-20/#39, #19-20/#42, #19-20/#43, #19-20/#45, #19-20/#46.   |                |
|            | <b>3.2.2</b> Reinstatements: AR#19-20/#25<br><b>Action:</b> Motion__; Second__. <b>Vote:</b> Yes__; No__; Absent__; Abstain__  |                |
|            | <b>3.2.3</b> PE Exemptions: WIIS10308825<br><b>Action:</b> Motion__; Second__. <b>Vote:</b> Yes __; No__; Absent __; Abstain__   |                |
| <b>3.3</b> | <b>Human Resources:</b>  |                |
|            | <b>3.3.1</b> Release Probationary Classified Employees #UCL-343 Utility Person II<br><b>Action:</b> Motion__; Second__. <b>Vote:</b> Yes__; No__; Absent__; Abstain__  |                |
|            | <b>3.3.2</b> Release Probationary Classified Employees #UCL-344 Utility Person III<br><b>Action:</b> Motion__; Second__. <b>Vote:</b> Yes__; No__; Absent__; Abstain__   |                |
|            | <b>3.3.3</b> Consider Public Employee/Employment/Discipline/Dismissal/Release<br><b>Action:</b> Motion__; Second__. <b>Vote:</b> Yes __; No__; Absent__; Abstain__   |                |
|            | <b>3.3.4</b> Conference with Labor Negotiator<br>Agency Negotiator: Tammy Jalique<br>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/#39, #19-20/#42, #19-20/#43, #19-20/#45, #19-20/#46,

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

**6b** Report Out of Action Taken on Reinstatements: AR#19-20/#25

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

**6c** Report Out of Action Taken on PE Exemptions: WHS10308825

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

**6d** Report Out of Action Taken on Release Probationary Classified Employees #UCL-343 Utility Person II

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

**6e** Report Out of Action Taken on Release Probationary Classified Employees #UCL-344 Utility Person III

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

**7. Approve Regular Minutes of January 28, 2020.**

**1-7**

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

**8. Student Representative Reports: None.**

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

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

**8**

**9.2** Villalovoz Elementary School Presentation

**9.3** Williams Middle School Presentation

**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.

**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:** None.

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

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

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

**13.1 Administrative & Business Services:**

- |               |  |              |
|---------------|--|--------------|
| <b>13.1.1</b> | Approve Accounts Payable Warrants (December, 2019)<br>(Separate Cover Item)  | <b>9</b>     |
| <b>13.1.2</b> | Ratify Routine Agreements, Expenditures and Notice of Completions<br>Which Meet the Criteria for Placement on the Consent Agenda   | <b>10-11</b> |
| <b>13.1.3</b> | Accept the Generous Donations From the Various Individuals,<br>Businesses, and School Site Parent Teacher Associations Listed Herein<br>With Thanks and Appreciation From the Staff and Students of the<br>Tracy Unified School District | <b>12-13</b> |
| <b>13.1.4</b> | Accept and Review the Status of School Connected<br>Organization/Booster Club Applications Submitted for the 2019/20<br>School Year  | <b>14-15</b> |
| <b>13.1.5</b> | Approve Payroll Report (December, 2019)  | <b>16</b>    |
| <b>13.1.6</b> | Approve Revolving Cash Fund Reports (December, 2019)   | <b>17-18</b> |

**13.2 Educational Services:**

- |               |   |              |
|---------------|---|--------------|
| <b>13.2.1</b> | Ratify Agreement for Special Contract Services with Impact Science to<br>Provide Support for Middle School Science Instructional Materials<br>Adoption Pilots   | <b>19-25</b> |
| <b>13.2.2</b> | Approve Out-of-State Travel to Las Vegas, NV for the Media Video<br>Production Teacher to attend the NAB Show (National Association of<br>Broadcasters): Where Content Comes to Life on April 18-22, 2020                               | <b>26</b>    |
| <b>13.2.3</b> | Approve Agreement for Special Contract Services with San Joaquin<br>County Office of Education's Language and Literacy Department to<br>Provide 10 days of K-5 Curriculum and Assessment for<br>ELA/ELD/STEM                            | <b>27-31</b> |
| <b>13.2.4</b> | Approve Overnight Travel for Kimball High School (KHS) HOSA:<br>Future Health Professionals, Student Members and Advisors to<br>Participate in the California State Leadership Conference in Long<br>Beach, California, April 1-5, 2020 | <b>32</b>    |

**13.3 Human Resources:**

- |               |  |              |
|---------------|--|--------------|
| <b>13.3.1</b> | Accept Resignations/Retirements/Leave of Absence for Classified,<br>Certificated, and/or Management Employment | <b>33-34</b> |
| <b>13.3.2</b> | Approve Classified, Certificated, and/or Management Employment   | <b>35-37</b> |

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

**14.1 Administrative & Business Services:**

- |               |   |              |
|---------------|---|--------------|
| <b>14.1.1</b> | Approve a Pool of Lease-Leaseback Contractors for Future Projects;<br>and, Approve the Release of a Request for Proposals for the North<br>School Modernization | <b>38-39</b> |
|---------------|---|--------------|

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

**14.1.2** Adopt Resolution No. 19-16 to Excuse Meeting Absence of Board Member 40-41

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

**14.2 Educational Services:**

**14.2.1** Approve Adoption of Instructional Materials for Integrated Animal Science 42-43

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

**14.2.2** Approve Adoption of Instructional Materials for Advanced Placement Psychology 44

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

**14.2.3** Approve Adoption of Instructional Materials for History-Social Science Grades K-5 45

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

**14.2.4** Approve Adoption of Instructional Materials for International Baccalaureate Environmental Systems and Societies 46

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

**14.3 Human Resources:**

**14.3.1** Approve Job Description and Salary for Coordinator of PreK-12 STEM 47-50

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

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

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

**17. Board Meeting Calendar:**

**17.1** February 25, 2020

**17.2** March 10, 2020

**17.3** March 24, 2020

**17.4** April 28, 2020

**18. Upcoming Events:**

**18.1** February 17, 2020 No School, President's Day

**18.2** March 6, 2020 No School

**18.3** April 10-17, 2020 No School, Spring Break

**18.4** May 22, 2020 Last Day of School

**18.5** May 23, 2020 Graduation: Kimball High,  
Tracy High & West High

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

**Minutes of  
Regular Meeting of the Governing Board  
For Tracy Unified School District  
Held on Tuesday, January 28, 2020**

- 6:15 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
- 7:03 PM** 5. President Pekari called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.
- Closed Session:** 6a Action on Findings of Fact: FF#19-20/#37  
**Action:** Kaur, Souza. **Vote:** Yes-7; No-0.  
6b Report Out of Action Taken on Reinstatements: AR#19-20/#24  
**Action:** **Vote:** Yes-6; No-0; Absent-1(Abercrombie)  
6c Report Out of Action Taken on Consider Non-Paid Leave of Absence for Certificated Employee #UC-1166, Pursuant to Article XX  
**Action:** **Vote:** Yes-6; No-0; Absent-1(Abercrombie)
- Minutes:** 7. **Approve Regular Minutes of January 14, 2020.**  
**Action:** As amended to correct Pekari's name as president. Abercrombie, Kaur. **Vote:** Yes-7; No-0.
- Employees Present:** D. Schneider, B. Cashmere, M. Williams, M. Hepner, J. Jimenez, S. Hawkins, V. Aceves, S. Banchemo, L. Flores, K. Azama, s. Banchemo, R. Farabaugh, J. Nott, R. Pecot, M. Petty
- Press:** B. Browne, Tracy Press
- Visitors Present:** G. Coronado, S. Alejandre, B. Mendez, A. Villela, L. Banchemo, L. Valadez
- Student Rep Reports:** 8. **Kimball High:** Gabriel Coronado hoped everyone has had a great new year so far. Students were excited to have break but it ended too soon. This is the last semester for seniors and graduation can't come fast enough. Students are preparing for the SATs and busy touring colleges. Leadership held a coin drive for the Australia fires. Spirit Jam is coming up with various dress up days. Friday is the rally with a dance after the game. Tonight is the boys' soccer senior night. Theater will be putting on *Beauty & the Beast* and they are excited for the show.
- Tracy High:** Sophia Alejandre hopes that everyone has had a great start to the new year. They have exciting events coming up and students enjoyed winter break. School started with a cross-town basketball game against West High and Tracy



won. The Dog Pound cheered on the boys. Everyone showed the Tracy High pride. Hoopla week started and the theme is circus. They held a black light rally after school with various dress up days this week. Teachers nominate 5 boys and girls that show bulldog spirit and on Friday Mr. & Mrs. Bulldog will be crowned.

**West High:** Briana Mendez and Alexis Villela introduced Lily Banchero who will be the board rep for the 2020-2021 school year. Another student will also be announce later in the year. They hoped everyone had a great holiday season. Their Winter Ball was held on December 14<sup>th</sup> and the theme was "*Night of the Masquerade*". Masks and glow sticks were passed out to everyone along with goodie bags. The Prom will be on the San Francisco Belle and will cruise around the bay. Tickets are being sold now. Students prepared events for Slam Jam which was held last week. It included a black light rally, basketball game, and a black light dance after that. The annual lip sync contest was also very popular and also held shows at night. The last few months they have been collecting donated food and clothing for those in need. Some ideas for leadership's service projects were a book drive, necessities for the homeless, etc. Each group made a presentation to class. This week is cozy week. Kids can bundle up in this cold weather. They dress up warm with each day along with lunchtime activities and hot chocolate on Friday. Baseball conditioning has begun and Track is ready to go this season. Yesterday, a West High junior took his own life. Students were saddened and it was hard to process. Today was rough for many. There were many resources for student with teachers, therapists, counselors, etc. ready to help. Students want mental health services like Sow A Seed. They heard they were losing it next year. They thank Ms. Souza for coming to campus.

## **Recognition & Presentations:**

### **9.1 North School Presentation**

Principal, Jose Jimenez, presented a power point. He is excited to be here. Their theme this year is "Bump it Up". Teachers are bumping everything up as a way to increase where students are at and where we want them to go. They are bumping up their communications and getting modernization done which will be great to have new facilities and technology. AVID is starting this year. Teachers started training last summer. They started off with 2 electives at 6<sup>th</sup> grade and plan to "bump up" each year and add on. All grade levels will be bringing organizational skills to students. He showed pictures of students and parents attending AVID parent night. They are also working on positive relationships and celebrating diversity and cultures. He also showed pictures of students working together, playing games and being more eco friendly in the cafeteria. Students are becoming leaders at the school. They held a family craft night, music concert, movie night and back to school night. They also celebrated Veterans Day and had service members come and speak at assemblies. He has reached out to high schools and had West High School's FFA, JROTC and Space & Engineering come and speak with middle school students. They are currently working with DARE for 5<sup>th</sup> graders and are doing community service not just outside of school but at school as well. Their 2<sup>nd</sup> Cup of Coffee group has grown, and they are getting a high parent ratio. ELAC will also be involved. This year, they started a parent club and will raise funds for activities. They have field trips and were lucky to go to Santa Clara and see where the 49ers play. They are also trying to grow their music program and get students involved in the Boys and Girls Club and build positive relationships.

Trustee Souza left the meeting at 7:23 p.m.  
Trustee Souza returned to the meeting at 7:25 p.m.

**Information &  
Discussion Items:**

**10.1 Administrative & Business Services:**

- 10.1.1** Receive Report on Governor's Proposed Budget  
Dr. Casey Goodall, Associate Superintendent of Business Services Presented a power point. We have declining enrollment of an average of 246 students per year. This trend will result in a loss of approximately \$2.3 million per year. Teachers are placed on salary schedules based on years of service and numbers of credits. In maturing districts, you end up with fewer new teachers and more at the higher end of the salary schedule. So as revenue goes down, the costs increase. The Governor contributed about \$3 billion to help bail districts out of the pension cost issue. The cost of Special Education services is projected to increase about \$200,000 per year. The original cost of living adjustment was proposed at 3 %. That has been downgraded to 2.29% which is about \$222 per ADA statewide which will be about \$2.9 million of increased revenues which is not a good pattern. The decrease in COLA results in a decrease of \$985,260 which shows how much more budget cuts need to be made. We are not sure if the 2.29% COLA will change. We should know by April. It could go up or down, but we need to wait until April or May to get a better sense of what this means. Will be looking at more budget reductions to get where we need to be.

**10.2 Educational Services:**

- 10.2.1** Receive Report on Proposed Instructional Materials Adoption for International Baccalaureate Environmental Systems and Societies  
  
Director of IMC, Dr. Debra Schneider, presented a power point. She presented the books, explained the criteria and the committee selected Cambridge University Press: *Environmental Systems and Societies for the IB Diploma*.
- 10.2.2** Receive Report on Proposed Instructional Materials Adoption for Integrated Animal Science at West High School  
  
Director of IMC, Dr. Debra Schneider, presented a power point. She presented the books, explained the criteria and the committee selected Cengage: *The Science of Animal Agriculture*.
- 10.2.3** Receive Report on Proposed Advanced Placement Psychology Instructional Materials Adoption  
  
Director of IMC, Dr. Debra Schneider, presented a power point. She presented the books, explained the criteria and the committee selected Pearson: *Psychology*

**10.2.4** Receive Report on Proposed History-Social Science Instructional Materials Adoption for K-5

T Director of IMC, Dr. Debra Schneider, presented a power point. She presented the books, explained the criteria and the committee selected Pearson: *California History-Social Science – myWorld interactive*. The books are consumable and they will get new ones each year for the next 8 years.

The next steps will be to bring these items to the next board meeting for approval. If approved, they will be purchased right away and will be used in the 2020-21 school year.

**10.2.5** Receive Report on the Special Education Teacher Residency Lab with Tracy Unified School District

Professional Learning & Development Program Administrator, Bond Cashmere, and Special Education Program Administrator, Rita Farabaugh, presented a power point. They reviewed the new residency program. They are training tomorrow's teacher leaders. TUSD is in partnership with NDNU. Residents are placed with a teacher for the school year and then come to class at night. They also meet with each of them once a month and take them to every SPED class so that they have a broad view of the classes. This program is very intense. They come to school two nights a week. By their participation, they owe TUSD a 4-year service obligation. The NDNU credential program is a 13-month program. They are paid through a grant. They introduced two of the residents that are here tonight. When our residents become year 1 teachers, they will present like a 2<sup>nd</sup> year teacher because of this experience. They are presently recruiting for cohort 2 and tomorrow is recruitment night. She will be going to job fairs with HR and working closely with CSEA and reaching out to show this is an option. She is looking for ways to become sustainable post grant funding.

**10.2.6** Receive Report on Year 1 of TUSD's Education Innovation and Research Grant, Leadership of STEM: The PreK-12 STEM Pathway from the United States Department of Education

Trustee Silcox left the meeting at 7:58 pm.

Trustee Silcox returned to the meeting at 7:59 pm.

Director of IMC, Dr. Debra Schneider, presented a power point which reviewed our project work teams. The grant is for 5 years. This year we have implemented STEM in K-5, and in 2020-2021 we will implement in 6-8 and 9-12. By 2022-2023, we will have it at all sites. Teams of teachers met in the summer and developed 4 STEM units for students in grades PreK-5. In August, implementation of the STEM units began. Work is being supported by the site implementation team. Teachers are finding that students are very enthusiastic. Training is received in



management team of grant requirements, support to implement, project evaluation, opportunities to practice messaging, and workshops.

A planning committee has been proposed for expansion to grades 6-12 in 2020-2021. Our Professional Learning has put STEM at the forefront. Administration and their teams are supported to align goals and development. The San Joaquin County Office of Education is also supporting work with teams to integrate more computer science standards. ELA needs increased support. We are working with experts from WestEd through 2020-21. NGSS instruction requires an investment in equipment as well as supplies that are consumable for STEM instruction. We will have adoption for science next year which will support the STEM design challenge.

**Hearing of  
Delegations**

11. Lavawn Valadez is a parent and attended the presentation of the flag. She feels that mental health should be at the forefront. She heard that Sow A Seed may not be here anymore. She feels that students benefit from their mentoring program and would like to see that expanded.

Jacqui Nott, is the TEA president and is here with TUSD students that participated in the art contest. Ashley, Breanna and Mark all talked about their piece and what inspired them. Ms. Nott thanked the teachers who helped facilitate the effort, Ms. Cornish-Bowden and Ms. Azama. The president was at the art ceremony and purchased some of the artwork.

**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:** Kaur, Abercrombie. (except for 13.2.2) **Vote:** Yes-7; No-0.

**Action:** On item 13.2.2.

**Vote:** Abercrombie, Souza. Yes-6; Abstain-1(Pekari)

13.1 **Administrative & Business Services:**

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

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

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

13.2 **Educational Services:**

13.2.1 Approve Agreement for Special Contract Services with San Joaquin County Public Health Services to provide Parenting Outreach Workshops to families in all TUSD schools during the 2019-2020 School Year

13.2.2 Approve Agreement for Special Contract Services with Sow A Seed Community Foundation to provide Group Counseling for Stein

Continuation High School/Willow Community Day/Duncan-Russel  
Continuation High School, Central Elementary, North School, and  
South/West Park Elementary School

- 13.2.3 Ratify Agreement for Special Contract Services with 360 Degree Customer, Inc. for the Special Education Teacher services for the 2019-2020 School Year with mild/moderate credentialed Special Education Teachers
- 13.2.4 Ratify Agreement for Special Contract Services with Charis Youth Center for the 2019-2020 School Year (Separate Cover Item)
- 13.2.5 Ratify Agreement for Special Contract Services with Winsor Learning, Inc. for Training on Sonday System 2 (curriculum for Dyslexia) for Special Education Teachers
- 13.2.6 Approve Overnight Travel for Mrs. Jennifer Grover, Tracy High School Choir Teacher, and Justin Maas-Espinoza to Attend the CAL ACDA All-State Honor Choir in Fresno, CA on February 20-22, 2020
- 13.2.7 Receive Update on Quarterly Williams Uniform Complaint Report for the Quarter Ending January 15, 2020

**13.3 Human Resources:**

- 13.3.1 Accept the Resignations/Retirements/Leaves of Absence for Certificated, Classified and/or Management Employees
- 13.3.2 Approve Classified, Certificated and/or Management Employment

**Action Items:**

**14.1 Administrative & Business Services:**

- 14.1.1 Approve a Short List of Division of State Architect (DSA) Certified Inspectors/Inspection Firms to Perform Required DSA Inspection Services on New Construction and Modernization Projects

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

**14.2 Educational Services:** None.

**14.3 Human Resources:**

- 14.3.1 Adopt Resolution 19-15, Authorizing the Elimination of Certain Classified Positions Due to Lack of Work or Lack of Funds

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

- 14.3.2 Approve Revised Job Description and Salary for Director of Food Services

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

**Board Reports:**

Trustee Silcox passed. Trustee Souza appreciates all of the presentations. She visited the ROP child care class at Tracy High. They can now obtain college credits. She also visited the FEAST Lab and home economics where they are teaching life skills. She spent a day at West High with the counselors and psychologists. She gave kudos to Major Roundtree. Students were devastated about the student that lost his life. Major Roundtree did a great job and his biggest message was to always find someone you trust and reach out for help. Trustee Kaur passed. Trustee Alexander thanked everyone for coming out. Trustee Costa forgot to acknowledge the Southwinds Church for paying student's outstanding lunch money that was due. You can see donation amounts and scholarship monies coming in. She thanked everyone. Trustee Abercrombie passed. Trustee Pekari

reminded everyone that the district art show will be on February 26 @ 6:30 and will be displayed the month of March. There is also an LCAP stakeholder meeting on February 19 @ 6:00 p.m., and he encourages everyone to get involved.

**Superintendent  
Report:**

Dr. Stephens reported that there was a great turnout for the MLK Breakfast and thanked Trustees Silcox and Pekari for attending. We had close to 200 attending. He recently was a judge for Tracy High's Ag Science projects. It is a great experience and encouraged anyone to participate in that opportunity. An event like what happened with our West High student is a touching thing and it keeps things in perspective of what is important. In the end, it is about students and we keep that at the forefront. We do a good job here in TUSD and he's proud to be a part of this district.

**Adjourn: 8:32 pm**

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Tammy Jalique, Associate Superintendent for Human Resources  
**DATE:** January 30, 2020  
**SUBJECT:** Recognize the Outstanding Employees of the Winter Term for the 2019-2020 School Year

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

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

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

**FUNDING:** N/A

**RECOMMENDATION:** Recognize Jennifer Kassel (9-12), San Juana Rosales (6-8) and Amanda Bailey (K-5) as Outstanding Certificated Employees; Chris Anderson (9-12), Nasira Ayubi (6-8) and Maria Mendoza (K-5) as Outstanding Classified Employees and Sheryl Smith as the Outstanding Management Employee for the Winter Term of the 2019-2020 school year.

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



# BUSINESS SERVICES MEMORANDUM

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**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Casey Goodall, Assoc. Superintendent of Business Services  
**DATE:** January 30, 2020  
**SUBJECT:** **Approve Accounts Payable Warrants (December, 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 (December, 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:** January 27, 2020  
**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  
FEBRUARY 11, 2020  
SUMMARY OF SERVICES**

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A. Vendor: Eide Bailly LLP  
Sites: District Wide  
Item: Agreement  
Services: Audit financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of TUSD as of and for the year ending June 30, 2020, 2021, and 2022.  
Cost: \$47,500.00, \$49,500, and \$50,000 respectively.  
Project Funding: Unrestricted General Fund

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B. Vendor: Opening Technologies  
Site: Williams Middle School  
Item: Change Order #1  
Services: Contractor to remove and provide additional/substitution door hardware for specified doors.  
Cost: \$5,938.00  
Project Funding: Unrestricted General Fund/Deferred Maintenance

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C. Vendor: Indoor Environmental Services (IES)  
Site: District wide  
Item: Agreement  
Services: IES will finalize annual Proposition 39 Energy reports.  
Cost: \$9,417.00 Not to Exceed  
Project Funding: Prop 39 Unrestricted Fund

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# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** January 17, 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 Esponsor Now, Inc. for the amount of \$1,912.00 (ck. #40071). This donation is from online donations made to Kimball High Schools boys basketball program.
2. Tracy Unified School District/Kimball High School: From Wepay for the amount of \$3,502.50 (ck. #39754343). This donation was raised using the Snap Raise platform and it will benefit Kimball High School's girls soccer program.

Tracy High School:

1. Tracy Unified School District/Tracy High School: From Gloriann Farms, Inc. for the amount of \$500.00 (ck. #187970). This donation will benefit Tracy High School's Ag Science club.
2. Tracy Unified School District/Tracy High School: From the Tracy High Baseball Boosters, a 21-foot, 5 row bleacher set with aisle valued at \$7,416.75. This donation will benefit Tracy High School's baseball teams.

West High School:

1. Tracy Unified School District/West High School: From SJFB Foundation for Agricultural Education for the amount of \$500.00 (ck. #2933). WHS FFA is the recipient of the 2020 SJFB Foundation for Agricultural Education Grant. This donation will be used towards Ag event transportation expenses.

**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:** February 11, 2020  
**SUBJECT:** Accept and Review the Status of School Connected Organization/Booster Club Applications Submitted for the 2019/20 School Year

**BACKGROUND:** The District recognizes the importance of having parent support/booster clubs that enhance and assist in furthering the educational opportunities of students. Community support organizations (CSO's) such as Parent Teacher Clubs, Parent Teacher Associations, Athletics Boosters, Band Boosters, Advisory Groups, and any other organizations approved by the Board, promote, encourage, and support the approved academic, co-curricular, and extra curricular activities of the district. The attached document reflects the current status of active School Connected Organizations for the current year. Those groups approved by prior Board Action are indicated as *Approved*. Those being submitted for current approval are indicated as *Recommended for Approval*. Those groups that have indicated an interest in approval, but have not yet met all approval requirements, are indicated as *Pending*. In addition to the status of *Approved*, *Recommended for Approval*, and *Pending*, each organization is marked as being either *Current* or *Revoked*. *Current* means the organization has submitted a current reconciled bank statement within the past two months and all other documentation is adequate. *Revoked* means the organization has failed to submit a current reconciled bank statement within the past two months, other documentation is inadequate, or some other condition exists for which additional compliance steps are required.

**RATIONALE:** Acceptance of this item indicates endorsement by the School Board of the current status of each recognized School Connected Organization or Booster Club in order to meet the District's strategic goal: strategic goal #5 – Continuously improve fiscal, facilities and operational processes.

**FUNDING:** There are no financial obligations associated with this agenda however sites and departments of the District may incur responsibilities and costs associated with donations made through the (CSO's) fundraising endeavors.

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

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



## 2019/2020 School-Connected Organization/ Booster Clubs

Organization	Status	Current Reviewed Bank Statements
Bohn PTO	<i>Approved</i>	<i>Current</i>
Freiler Staff Parent Association	<i>Approved</i>	<i>Current</i>
George Kelly PTO	<i>Approved</i>	<i>Current</i>
Hirsch Parent Teacher Organization	<i>Approved</i>	<i>Current</i>
Homefield Advantage Athletic Booster Club	<i>Approved</i>	<i>Current</i>
Jacobson Staff Parent Association	<i>Approved</i>	<i>Current</i>
Jaguar Theatre Booster Club	<i>Approved</i>	<i>Current</i>
Kimball High School Athletic Booster Club	<i>Approved</i>	<i>Current</i>
Kimball High School PSTA	<i>Approved</i>	<i>Current</i>
Monte Vista Middle School PTO	<i>Approved</i>	<i>Current</i>
Parents at Williams Staff Students (PAWSS)	<i>Approved</i>	<i>Current</i>
Poet Christian PTSA	<i>Approved</i>	<i>Current</i>
South/West Park Parent Club	<i>Approved</i>	<i>Current</i>
Tracy High Baseball Boosters	<i>Approved</i>	<i>Current</i>
Tracy Bulldog Band Booster Club	<i>Approved</i>	<i>Current</i>
Tracy High Football Booster Club	<i>Approved</i>	<i>Current</i>
Tracy High Softball Booster Club	<i>Approved</i>	<i>Current</i>
Tracy High Volleyball Booster Club	<i>Approved</i>	<i>Current</i>
Villalovoz PFC	<i>Approved</i>	<i>Current</i>
West High Music Boosters	<i>Approved</i>	<i>Current</i>
West High Science Boosters	<i>Approved</i>	<i>Current</i>

Revised 1/27/20



# BUSINESS SERVICES MEMORANDUM

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**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** January 30, 2020  
**SUBJECT:** **Approve Payroll Report (December, 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 (December, 2019).

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





# BUSINESS SERVICES MEMORANDUM

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**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Casey Goodall, Assoc. Superintendent of Business Services  
**DATE:** January 30, 2020  
**SUBJECT:** **Approve Revolving Cash Fund Reports (December, 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 (December, 2019).

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

01/08/20

**TUSD**  
**REVOLVING CASH FUND**  
**December 2019**

Date	Num	Name	Memo	Paid Amount
12/11/2019		CALIFORNIA FFA ASSOCIATION	Conference 2/14-15/2020 Jordan Dajani; Abil...	
			01-7010-0-1110-1000-5200-700-6512	-120.00
TOTAL				-120.00
12/03/2019	9610	CALIFORNIA RESTAURANT ASS...	ServSafe Exam 12/5/19 Jennifer Gaudreau	
			13-5310-0-0000-3700-5200-800-9802	-90.00
TOTAL				-90.00
12/03/2019	9611	P.A.P.A.	Conference 12/5/19 MOT 9 attendees	
			01-8150-0-0000-8110-5200-800-9402	-960.00
TOTAL				-960.00
12/03/2019	9612	P.A.P.A.	Conference 12/5/19 MOT Doug Seybold	
			01-8150-0-0000-8110-5200-800-9402	-120.00
TOTAL				-120.00
12/11/2019	9614	RENISHA TURNER	PO20-00463; INV 810 & 820	
			01-0723-0-1110-3600-5800-840-9702	-112.50
			01-0724-0-5750-3600-5800-840-9702	-112.50
TOTAL				-225.00
12/18/2019	9615	CSBA	Conference 1/9/20 & 1/11/20 Brian Pekari	
			01-0000-0-0000-7150-5200-800-1001	-548.00
TOTAL				-548.00
12/20/2019	9616	RICE UNIVERSITY	Conference 2/13-15/2019 Cathy Pope	
			01-4035-0-1110-2140-5200-800-2744	-900.00
TOTAL				-900.00



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services  
**DATE:** January 29, 2020  
**SUBJECT:** Ratify Agreement for Special Contract Services with Impact Science to Provide Support for Middle School Science Instructional Materials Adoption Pilots

**BACKGROUND:** In 2013, California adopted new science standards, the Next Generation Science Standards (NGSS). TUSD has been engaged in multiple efforts to support NGSS-aligned instruction since 2013. The State Board of Education (SBE) adopted the *California Curriculum Framework for Science* in November 2016. Part of the CA Science Framework included guidelines for publishers of instructional materials (IM). In 2017-2018, publishers submitted K-8 instructional materials for consideration and the Instructional Quality Commission reviewed materials at the K-8 level to ensure they met the criteria adopted by the SBE. In 2018, the State Board of Education approved instructional materials for K-8 Science. TUSD is evaluating these approved materials.

CCSESA (California County Superintendents Educational Services Association) developed CA NGSS TIME (Toolkit for Instructional Materials Evaluation), a suite of tools and processes for curriculum-based professional learning that supports educators to evaluate, select, and implement instructional materials designed for NGSS-aligned science. TUSD field-tested the Toolkit for Instructional Materials Evaluation (TIME) during its development process and is now using this process's tools for instructional material adoptions in many content areas, including science.

Grades 6-8 have begun their piloting process using TIME and Impact Science is the first program to be piloted. Directly before their presentation meeting with the pilots on January 29, 2020, Impact Science presented TUSD with an invoice for the presentation. Until this invoice, Impact Science had not stated that there would be a cost to this presentation. There was no time to bring an agenda item to the board for approval of the expenditure before the presentation took place on January 29, 2020, requiring the Contract Services Agreement be ratified.

**RATIONALE:** TUSD's 6-8 Science IM Adoption Pilots have followed the TIME process for many months in preparation for this demanding work. Teachers and students have waited for some years to get NGSS-aligned IM for 6-8 science. Postponing the pilot would mean rescheduling a long set of pilot team meetings and setting back the TIME

process. Instead, TUSD allowed the presentation to take place and ask for a ratification of the expenditure.

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

**FUNDING:** The cost for this training was \$1,200. It was paid from Local Control Accountability Plan funds, Goal 1, Action 16, reserved for the purchase of instructional materials.

**RECOMMENDATION:** Ratify Agreement for Special Contract Services with Impact Science to Provide Support for Middle School Science Instructional Materials Adoption Pilots.

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

# 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 Impact Science, 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: present information to 6-8 Science pilot teachers for the implementation of Impact Science materials for a science instructional materials pilot on January 29, 2020 for 2 hours

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 2 ( ) ☒ **HOURS** [ ] **DAYS**, under the terms of this agreement at the following location IMC Workroom.

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

- a. District shall pay \$ 1200.00 per [ ] **HOUR** [ ] **DAY** ☒ **FLAT RATE**, not to exceed a total of \$ 1200.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
- b. District [ ] **SHALL** ☒ **SHALL NOT** reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the District, with rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ 0.00 for the term of this agreement.
- c. District shall make payment on a [ ] **MONTHLY PROGRESS BASIS** ☒ **SINGLE PAYMENT UPON COMPLETION OF THE DUTIES** and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.

4. The terms of the agreement shall commence on January 29, 2020, and shall terminate on January 31, 2020.

5. This agreement may be terminated at any time during the term by either party upon 5 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, Debra Schneider at (209) 830.3252 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.
8. Contractor enters into this Agreement as an independent contractor and not as an employee of the District. The Contractor shall have no power or authority by this Agreement to bind the District in any respect except as provided herein. Nothing in this Agreement shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Contractor are employees, agents, contractors or subcontractors of the Contractor and not of the District. The District shall not be obligated in any way to pay any wage claims or other claims made against Contractor by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Agreement.
  - a. CONTRACTOR shall be required to provide proof (Certificate of Insurance) of comprehensive general liability insurance coverage in the amount of one million dollars (\$1,000,000.00) combined single limit per occurrence; two million dollars (\$2,000,000.00) general aggregate. A separate additional insured endorsement shall be provided to include the DISTRICT and its officers, officials, employees, agents and volunteers as additional insured in the policy. It is agreed that insurance coverage provided by CONTRACTOR herein is endorsed as primary and noncontributory to any similar insurance or self-insurance carried by DISTRICT. The DISTRICT reserves the right to adjust its insurance requirements as needed.
  - b. Contractor [ ☐ ] WILL [X] WILL NOT have significant contact with students. If applicable, proof of professional liability insurance, to include one million dollars (\$1,000,000.00) per occurrence for Sexual Abuse/Molestation is also required. If applicable, CONTRACTOR will comply with the provisions of Education Code 45125 regarding the submission of fingerprints to the California Department of Justice and the completion of criminal background investigations of the CONTRACTOR and/or its employees.

Contractor agrees to hold harmless and to indemnify District for:

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


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



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

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

**AGREED:**

 1/29/20  
Contractor Signature Title  
47-5042946  
\_\_\_\_\_  
IRS Identification Number  
President  
Title  
Impact Science Education  
Address  
834 Ashbury Av.  
El Cerrito, CA 94530

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

\_\_\_\_\_  
Date

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

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

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

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



**Impact Science Education, Inc.**  
[Impactscience.co](http://Impactscience.co)  
834 Ashbury Ave  
El Cerrito, CA 94530  
510.559.9332

January 9<sup>th</sup>, 2020

**Tracy Unified School District**  
1875 W. Lowell Avenue  
Tracy, CA  
Dr. Debra Schneider  
Director of Instructional Media Services  
[dschneider@tusd.net](mailto:dschneider@tusd.net)

Attention: Dr. Schneider

**PROPOSAL: Pilot Implementation Training for Tracy Unified School District**

Dear Debra,

Thank you for the opportunity to submit this proposal for implementation training for your teachers participating in the middle school science curriculum pilot.

The proposal includes:

1. Price Sheet: Included

It is our pleasure to serve your school. Please let me know if you have any questions or need assistance.

Sincerely,

Ladie Malek, President  
Impact Science Education, Inc.  
[Ladie.Malek@Impactscience.co](mailto:Ladie.Malek@Impactscience.co)

## Scope of Services

### Introduction and Implementation Training of Integrated program for Pilot

All three grade levels

## Pricing Sheet

Impact Science Program Training:	# of Days	Total Price
<b>Implementation Training</b> <b>Grades 6-8 1/2 day</b> <b>**Only Two hours</b>	0.5	\$1,800.00
		(\$600.00)
<b>Final Total:</b>		<b>\$1,200.00</b>

### Notes:

Training to take place on Wednesday January 29<sup>th</sup> from 3:30 to 5:30pm at the district office.



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Dr. Sheila Harrison, Associate Superintendent of Educational Services  
**DATE:** January 30, 2020  
**SUBJECT:** **Approve Out-of-State Travel to Las Vegas, NV for the Media Video Production Teacher to attend the NAB Show (National Association of Broadcasters): Where Content Comes to Life on April 18-22, 2020**

**BACKGROUND:** Over the past five years, the Kimball High School Media and Video Production Department, under the direction of educator Melissa Burkert, has expanded its program exponentially, through the support of the CTE program and Tracy Unified School District. With this support, the program has become an A-G Course in the ART category and has been awarded articulation with Delta College for college credits. This program has also worked closely with the City of Tracy in filming city and charity events as well as District events. Many students have either been placed in full time jobs following graduation or been assisted in acceptance to film colleges to pursue their careers.

**RATIONALE:** With your approval for the Media and Video Department teacher, Melissa Burkert, to attend the NAB Show, she will have the unique experience to converge with electronic media professionals and other educators to develop and explore new and innovate ways to create, manage and deliver the ever-expanding technology of video production. Over several days, Ms. Burkert will have the opportunity to choose from over 250 training sessions on media pedagogy, then taking that new knowledge directly back to the classroom. This knowledge will continue to expand the curriculum and maintain the rigor and relevance of the program. This agenda item supports District Strategic Goal #1: Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or 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:** Conference admission, lodging and transportation costs will total approximately \$4,000. The entire cost has been approved and budgeted for through CTE from the Perkins Grant.

**RECOMMENDATION:** Approve Out-of-State Travel to Las Vegas, NV for the Media Video Production Teacher to attend the NAB Show (National Association of Broadcasters): Where Content Comes to Life on April 18-22, 2020.

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



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Dr. Sheila Harrison, Associate Superintendent of Educational Services  
**DATE:** January 29, 2020  
**SUBJECT:** **Approve Agreement for Special Contract Services with San Joaquin County Office of Education's Language and Literacy Department to Provide 10 days of K-5 Curriculum and Assessment for ELA/ELD/STEM**

**BACKGROUND:** Tracy Unified School District (TUSD) is committed to the implementation of Rigorous Curriculum Designed (RCD) curricular units of study for English Language Arts (ELA). These ELA units, developed by Tracy teachers in 2014 and revised yearly, are aligned to the California Standards for ELA with the aim of preparing all students to become college and/or career ready. Twenty-nine percent of TUSD students are English language learners. Teachers and administrators are asking for support for increasing the integration of and support for English Language Development (ELD) instruction and curriculum into the units of study for STEM and ELA in grades PreK-5.

**RATIONALE:** The San Joaquin County Office of Education's (SJC OE) Language and Literacy Department is uniquely qualified to assist TUSD with the further development and implementation of rigorous instruction in ELA/ELD. Their staff has expertise in ELD. SJC OE has partnered in the past with TUSD to provide curriculum development and professional learning support for teachers. The 10 days of service will support Tracy Unified in this revision work to integrate ELD and ELA. This will support the most effective implementation of standards-driven instruction.

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

**FUNDING:** The total cost for 10 days of curriculum and assessment alignment is \$12,500 and will be paid through Title II funds.

**RECOMMENDATION:** Approve Agreement for Special Contract Services with San Joaquin County Office of Education's Language and Literacy Department to Provide 10 days of K-5 Curriculum and Assessment for ELA/ELD/STEM.

**Prepared by:** Mrs. Melissa Beattie, Director of Professional Learning and Curriculum.

# 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 San Joaquin County Office of Education's Language and Literacy Department, hereinafter referred to as "Contractor," is for consultant or special services to be performed by a non-employee of the District. District and Contractor, herein named, do mutually agree to the following terms and conditions:

1. Contractor shall perform the following duties: Provide 10 days of K-5 Curriculum and Assessment Alignment for ELA/ELD/STEM  
for \$1250.00 per day.

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 <sup>10</sup> ( ) [ ] HOURS [x] DAYS, under the terms of this agreement at the following location Professional Learning and Curriculum Department.

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

- a. District shall pay \$ 1250.00 per [ ] HOUR [X] DAY [ ] FLAT RATE, not to exceed a total of \$ \$12,500.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
- b. District [ ] SHALL [X] SHALL NOT reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the District, with rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ 0.00 for the term of this agreement.
- c. District shall make payment on a [ ] MONTHLY PROGRESS BASIS [X] SINGLE PAYMENT UPON COMPLETION OF THE DUTIES and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.

4. The terms of the agreement shall commence on 2/15/2020, and shall terminate on 6/30/2020.

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, Melissa Beattie, at ( ) 209-830-3232 Ext. 1551 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.
8. Contractor enters into this Agreement as an independent contractor and not as an employee of the District. The Contractor shall have no power or authority by this Agreement to bind the District in any respect except as provided herein. Nothing in this Agreement shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Contractor are employees, agents, contractors or subcontractors of the Contractor and not of the District. The District shall not be obligated in any way to pay any wage claims or other claims made against Contractor by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Agreement.
  - a. CONTRACTOR shall be required to provide proof (Certificate of Insurance) of comprehensive general liability insurance coverage in the amount of one million dollars (\$1,000,000.00) combined single limit per occurrence; two million dollars (\$2,000,000.00) general aggregate. A separate additional insured endorsement shall be provided to include the DISTRICT and its officers, officials, employees, agents and volunteers as additional insured in the policy. It is agreed that insurance coverage provided by CONTRACTOR herein is endorsed as primary and noncontributory to any similar insurance or self-insurance carried by DISTRICT. The DISTRICT reserves the right to adjust its insurance requirements as needed.
  - b. Contractor [ ] WILL [X] WILL NOT have significant contact with students. If applicable, proof of professional liability insurance, to include one million dollars (\$1,000,000.00) per occurrence for Sexual Abuse/Molestation is also required. If applicable, CONTRACTOR will comply with the provisions of Education Code 45125 regarding the submission of fingerprints to the California Department of Justice and the completion of criminal background investigations of the CONTRACTOR and/or its employees.

Contractor agrees to hold harmless and to indemnify District for:

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

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

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

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

AGREED:

Contractor Signature

Title

Tracy Unified School District

Date

Account Number to be Charged

Department/Site Approval

Budget Approval

Date Approved by the Board

IRS Identification Number

Title

San Joaquin County Office of Education

Address

PO Box 213030

Stockton, CA 95213

## MEMORANDUM OF UNDERSTANDING

### San Joaquin County Office of Education's Language & Literacy Department and Tracy Unified School District Memorandum of Understanding, 2019-2020 School Year

This Memorandum of Understanding represents the agreed upon services to be provided to Tracy Unified School District hereinafter referred to as Tracy Unified by San Joaquin County Office of Education's Language & Literacy Department hereinafter referred to as Language & Literacy.

Language & Literacy will provide Tracy Unified with:

- 10 days of K-5 Curriculum and assessment alignment for ELA/ELD/STEM for \$1,250 per day

Language & Literacy will accept a purchase order in the amount of \$12,500.

Changes regarding the dates of provision or the scope and/or nature of these services must be made by mutual agreement.

#### CERTIFICATION OF NON-EMPLOYMENT STATUS:

Language & Literacy certifies that at all times Language & Literacy is acting as an independent contractor and not an employee of Tracy Unified.

Tracy Unified agrees to indemnify and hold harmless the County Superintendent, Board of Education, officers, agents and employees of the SJCOE against any and all claims which may result from this agreement.

Language & Literacy agrees to make no claim against Tracy Unified for any vacation, sick leave, retirement benefits, social security, medical benefits, workers' compensation benefits, unemployment benefits or any other benefits usually provided to employees and expressly agree Language & Literacy is not entitled to any such benefits.

~~Are you, any of your employees or sub-contractors a CALSTRS or CALPERS retiree?~~ ☐ Yes ☐ No

~~If yes, are they paid through a payroll system that reports to both CALSTRS and CALPERS?~~ ☐ Yes ☐ No

#### Signatures of Authorized Representatives:

Karin Linn-Nieves  
Director, Language & Literacy

*Karin Linn-Nieves*  
San Joaquin County Office of  
Education

1/16/20  
Date

~~Ron Estes~~ *Warren Sun*  
Division Director, Operations

*Warren Sun*  
San Joaquin County Office of  
Education

1/17/20  
Date

\_\_\_\_\_  
Associate Superintendent or Designee

\_\_\_\_\_  
Tracy Unified

\_\_\_\_\_  
Date



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Dr. Sheila Harrison, Associate Superintendent of Educational Services  
**DATE:** January 22, 2020  
**SUBJECT:** **Approve Overnight Travel for Kimball High School (KHS) HOSA: Future Health Professionals, Student Members and Advisors to Participate in the California State Leadership Conference in Long Beach, California, April 1-5, 2020**

**BACKGROUND:** The Kimball High School (KHS) HOSA: Future Health Professionals members would like to attend the California State Leadership Conference April 1-5, 2020. The KHS HOSA members will have the opportunity to compete in academic and skill oriented activities, submit members for special recognition, attend informational workshops, meet health industry and government leaders, and become a part of the larger state HOSA team. The members will be staying at the Westin (downtown) in Long Beach, California. Transportation will be provided by school charter bus, school vans, or the advisor's private vehicle, and public air transportation. Approximately 21 students will be participating, with supervision provided by the advisors (Dean Medek and Griffin Alexander), and the Cal-HOSA event staff.

**RATIONALE:** KHS HOSA participated this year in activities to learn subject matter pertaining to health occupations including elective courses such as Medical Terminology. Additionally, all members attending this conference have earned this opportunity by their active involvement in the local chapter, regional, and state events. One of the main goals of this event is to train our members to be leaders at the chapter, state, national and international level. This aligns with District Strategic Goal #1: Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or career goals.

**FUNDING:** The cost per member is estimated at \$650. The cost includes \$105 for registration, \$195 for housing (three nights in the hotel) and approximately \$250 for transportation. These expenses will be covered by a combination of Perkins Grant, ASB funds, and personal student funding for members electing to participate in this event. The estimated total cost will not exceed \$15,000.

**RECOMMENDATION:** Approve Overnight Travel for Kimball High School (KHS) HOSA: Future Health Professionals, Members and Advisors to Participate in the California State Leadership Conference in Long Beach, California, April 1-5, 2020.

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



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Tammy Jalique, Associate Superintendent for Human Resources  
**DATE:** February 3, 2020  
**SUBJECT:** Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment

## **BACKGROUND:**

NAME/TITLE

SITE

## **CERTIFICATED RESIGNATION**

EFFECTIVE  
DATE

REASON

Julie Laister  
Special Education RSP

Kimball

6/30/2020

Personal

## **BACKGROUND:**

NAME/TITLE

SITE

## **CERTIFICATED RETIREMENTS**

EFFECTIVE  
DATE

REASON

Ernest, Sheryl  
7<sup>th</sup>/8<sup>th</sup> Grade Core

Poet

5/22/2020

Retirement

Harding, Linda  
English

West

5/29/2020

Retirement

## **BACKGROUND:**

NAME/TITLE

SITE

## **CLASSIFIED RESIGNATION**

EFFECTIVE  
DATE

REASON

Faaborg, Charity  
Food Service Worker

THS

02/02/2020

Accepted a 6 hour  
FSW position

Garcia Aguilar, Jazmin  
Bus Aide

SPED/  
Transport.

02/02/2020

Accepted SPED Para  
position @ Stein

Larson, Susanne  
Utility Person III

MOT

01/21/2020

Accepted a Utility III  
day position

Lee, Idalis  
IEP Para Educator I

WMS

01/26/2020

Accepted a SPED Para  
position @ WMS

Molina, Elidia IEP Para Ed I	Hirsch	01/27/2020	Accepted a SPED Para position @ McKinley
Robledo, Lisa IEP Para Educator I	MVMS	01/31/2020	Accepted IEP Para position at WHS
Castro Vazquez, Veronica ECD Assoc. Instructor	Stein/Steps	02/05/2020	Accepted SPED Para position at WHS
Vazquez, Cinthya School Supervision Assist.	WMS	01/20/2020	Accepted Bilingual Para position @ WMS

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

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



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Tammy Jalique, Associate Superintendent for Human Resources  
**DATE:** February 3, 2020  
**SUBJECT:** Approve Classified, Certificated, and/or Management Employment

## BACKGROUND:

Arroyo, Eduardo

Duran-Perkins

Faaborg, Charity

Garcia Aguilar, Jazmin

Iadonisi, Patrina

## CLASSIFIED

Utility Person II (Replacement)  
Central Elementary School  
Range 35, Step C - \$22.06 per hour  
8 hours per day  
Funding: General Fund

School Supervision Assistant (Replacement)  
Villalovoz Elementary School  
Range 21, Step A - \$14.53 per hour  
1.5 hours per day  
Funding: General Fund

Food Service Worker (Replacement)  
Williams Middle School  
Range 22, Step E - \$17.87 per hour  
6 hours per day  
Funding: Child Nutrition – School Program

Special Education Para Educator I  
(Replacement)  
Stein Continuation High School  
Range 24, Step C - \$17.07 per hour  
6 hours per day  
Funding: Special Education

Food Service Worker (Replacement)  
Kimball High School  
Range 22, Step C - \$16.28 per hour  
3 hours per day  
Funding: Child Nutrition – School Program

Ibanez, Limayri	<p>Bilingual Para Educator I (Replacement)  South/West Park  Range 24, Step C - \$17.07 per hour  3 hours per day  Funding: Targeted SES</p>
Larson, Susanne	<p>Utility Person III (Replacement)  Transportation/Grounds  Range 38, Step A - \$21.53 per hour  8 hours per day  Funding: General Fund – 50% and Special  Ed Transportation – 50%</p>
Lee, Idalis	<p>Special Education Para Educator I  (Replacement) Williams Middle School  Range 24, Step C - \$17.07 per hour  6 hours per day  Funding: Special Education</p>
Molina, Elidia	<p>Special Education Para Educator I  (Replacement) McKinley Elementary  Range 24, Step E - \$18.72 per hour  4 hours per day  Funding: Special Ed IDEA Bas Grant</p>
Nava Arellano, Mayra	<p>Para Educator I (Replacement)  Villalovoz Elementary  Range 24, Step C - \$17.07 per hour  3 hours per day  Funding: Targeted EL</p>
Robledo, Lisa	<p>IEP Para Educator I (New)  West High School  Range 24, Step E - \$18.72 per hour  7 hours per day  Funding: Special Education</p>
Salas, Jarlynnne	<p>Para Educator I (Replacement)  Stein Continuation High School  Range 24, Step C - \$17.07 per hour  5 hours per day  Funding: Targeted SES</p>
Castro Vazquez, Ma Veronica	<p>Special Education Para Educator I (New)  West High School  Range 24, Step E - \$18.72 per hour  6 hours per day  Funding: Special Education</p>



Vazquez, Cinthya

Bilingual Para Educator I (Replacement)  
Williams Middle School  
Range 24, Step C - \$17.07 per hour  
6.5 hours per day  
Funding: Targeted EL

Williams, Ashley

School Supervision Assistant (Replacement)  
George Kelly School  
Range 21, Step A - \$14.53 per hour  
1.5 hours per day  
Funding: General Fund

**BACKGROUND:**

Pahulu, Herman

**COACHES**

Baseball – JV  
Tracy High School  
Stipend: \$4,843.58

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

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



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Casey J. Goodall, Associate Superintendent of Business Services  
**DATE:** January 31, 2020  
**SUBJECT:** **Approve a Pool of Lease-Leaseback Contractors for Future Projects; and,  
Approve the Release of a Request for Proposals for the North School  
Modernization**

**BACKGROUND:** The Board has previously authorized the release of a Request for Qualification (RFQ) for Lease-Leaseback contractors in order to compile a “pool” of lease-leaseback contractors that the district may utilize on current and future projects. To this, TUSD has successfully used the Lease-Leaseback delivery method; most recently, with the Central Modernization project and various other bond projects on the South/West Park and Clover (TLC) School campuses with good results. Due to these favorable results, staff believes that this project delivery method would again benefit TUSD on its upcoming projects.

A selection committee reviewed five (5) responses to TUSD’s advertised RFQ and five (5) candidates were selected to be included in the interview process. The interview panel consisted of: J. Costa, Board Member, J. Silcox, Board Member, K. Arwood, Rainforth Grau Architects, O. Delgadillo, RGM Kramer & Associates, C. Goodall, Associate Superintendent for Business, R. Pecot, Director of Student Services and J. Quintana, Director of Facilities.

**RATIONALE:** Due to the lengthy selection process, it is imperative that the District have a “pool” of firms from which we may begin negotiations for upcoming projects as planning and construction schedules dictate. The District anticipates completing several projects in the next several months/years; therefore, the top ranked firms will be recommended for a District’s “shortlist” and will be contacted for “additional information” on an as-needed basis. Response materials from interested participants were not yet available nor screened at the time this agenda item was submitted, nor had interviews taken place. Interviews were scheduled for Friday, February 7, 2020. Once those interviews are completed, and prior to the board meeting beginning, up to five firms will be recommended for acceptance as members of a “pool” of Lease-Leaseback contractors for future projects prior to the Board of Trustees taking action.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Once the shortlist is approved by the Board, the above firms will be contacted with a Request for Proposals on the upcoming North School Modernization project or other future projects identified and approved by the Board. The contractors will be asked to submit a proposal and Guaranteed Maximum Price on these projects, which will be the starting point for consideration. The method of selection will be a best value competitive process.

**FUNDING:** Project funding will come from a number of resources depending on the nature of the project; including but not limited to, Measure B Bond Funds, State School Facilities Funding, Developer/Mitigation Fees, Redevelopment, General Fund and Deferred Maintenance.

**RECOMMENDATIONS:** Approve a Pool of Lease-Leaseback Contractors for Future Projects; and, Approve the Release of a Request for Proposals for the North School Modernization.

**Prepared by:** Jaime Quintana, Director of Facilities and Planning.



# ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Education  
**FROM:** Dr. Brian R. Stephens, Superintendent  
**DATE:** February 3, 2020  
**SUBJECT:** Adopt Resolution No. 19-16 to Excuse Meeting Absence of Board Member

**BACKGROUND:** Board Bylaw 9250 and Education Code §35120 provide that a Board "...member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting...the absence was due to a hardship deemed acceptable by the board;"

**RATIONALE:** Board of Education member Lori Souza was absent for the regular meeting of December 17, 2019. The Board of Education finds that Lori Souza's absence from the meeting of December 17, 2019, was due to a hardship deemed acceptable by the Board of Education;

**FUNDING:** Unrestricted General Fund, Previously Budgeted.

**RECOMMENDATION:** Adopt Resolution No. 19-16 to Excuse Meeting Absence of Board Member.

**Prepared by:** Dr. Brian R. Stephens, Superintendent.



**TRACY UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. 19-16  
Resolution to Excuse Meeting Absence of Board Member**

**WHEREAS**, Board Bylaw 9250 and Education Code §35120 provide that a Board “...member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting...the absence was due to illness or a hardship deemed acceptable by the board;”

**WHEREAS**, Board of Education member Lori Souza was absent for the regular meeting held December 17, 2019, due to a hardship;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education finds that Lori Souza’s absence from the regular meeting of December 17, 2019, was due to a hardship deemed acceptable by the Board of Education;

**BE IT FURTHER RESOLVED** that the Board of Education therefore determines that Ms. Souza shall be paid for his absence from the regular meeting of December 27, 2019, and further directs that the adoption of this Resolution shall be recorded in the minutes of this meeting of February 11, 2020.

Resolved this 11<sup>th</sup> day of February, 2020, at a regular meeting of the Board of Education of the Tracy Unified School District by the following vote:

AYES:                      NOES:                      ABSENT:                      ABSTENTION:

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PRESIDENT, BOARD OF EDUCATION  
TRACY UNIFIED SCHOOL DISTRICT

Attest:

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

---

Clerk  
Board of Education  
Tracy Unified School District



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Dr. Sheila Harrison, Associate Superintendent of Educational Services  
**DATE:** January 30, 2020  
**SUBJECT:** Approve Adoption of Instructional Materials for Integrated Animal Science

**BACKGROUND:** Merrill F. West High School (WHS) has a three-course Career and Technical Education (CTE) Animal Science pathway. This pathway prepares students to work in agriculture- and natural resources-related industries. Integrated Animal Science is the second course in the pathway and was previously taught with digital materials that are no longer available.

The agriculture department at WHS selected a textbook and asked the Curriculum Council for a recommendation to the Board. Community members have been made aware of the adoption process through public announcements and public review of materials at the Instructional Media Center.

The Curriculum Council is recommending this textbook for the West High School's course in Integrated Animal Science: *The Science of Animal Agriculture* (5<sup>th</sup> ed.) by R. V. Herren published in 2019.

**RATIONALE:** The textbook being recommended for adoption demonstrates the highest correlation to the following evaluation criteria:

- Wide variety of industry livestock species (on land, in water, also insects)
- Accessible reading for students learning English
- Illustrations that support learning in the absence of the live animal
- Engaging, relevant activities that require student choice
- Record-keeping requirements that include skills and hours of experience, supporting FFA model for learning

This agenda item meets 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:** Funding for the purchase of recommended materials not to exceed \$14,000 will be provided by funds from Goal 1, Action 16 of the Local Control Accountability Plan reserved for the purchase of instructional materials.

**RECOMMENDATION:** Approve Adoption of Instructional Materials for Integrated Animal Science.

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



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Dr. Sheila Harrison, Associate Superintendent of Educational Services  
**DATE:** January 30, 2020  
**SUBJECT:** **Approve Adoption of Instructional Materials for Advanced Placement Psychology**

**BACKGROUND:** Advanced Placement (AP) Program offers college-level studies to students while still in high school. The College Board establishes the curriculum frameworks for all AP courses. Teachers of this course requested up-to-date instructional materials and began meeting in the fall of 2019.

The AP Psychology Instructional Materials committee selected a textbook and asked the Curriculum Council for a recommendation to the Board. Community members have been made aware of the adoption process through public announcements and public review of materials at the Instructional Media Center.

The following textbook is being recommended by the Curriculum Council for adoption for the Tracy Unified School District's Advanced Placement Psychology course:  
*Psychology* (2<sup>nd</sup> ed.), by W. Elmhurst, K. Minter, M. Spilis published in 2016 by Pearson.

**RATIONALE:** The textbook being recommended for adoption demonstrates the highest correlation to the following evaluation criteria:

- Alignment to AP Psychology course objectives
- Differentiated learning strategies help support students' needs
- Exemplary case studies and projects that are relevant and engaging to students
- Good vocabulary resources that are basis for AP exam
- Adequate practice test materials included for exam preparation

This agenda item meets 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:** Funding for the purchase of recommended materials not to exceed \$37,000 will be provided by funds from Goal 1, Action 16 of the Local Control Accountability Plan reserved for the purchase of instructional materials.

**RECOMMENDATION:** Approve Adoption of Instructional Materials for Advanced Placement Psychology.

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





# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Dr. Sheila Harrison, Associate Superintendent of Educational Services  
**DATE:** January 30, 2020  
**SUBJECT:** Approve Adoption of Instructional Materials for History-Social Science Grades K-5

**BACKGROUND:** The California Department of Education revised the California Framework for History-Social Science (H-SS) in 2016, which necessitated new instructional materials (IM) for H-SS in grades K-12. In Spring 2019, the Board approved new H-SS IM for grades 6-12; these IM's were implemented in 2019-2020. As part of the K-12 IM adoption process, K-5 History-Social Science (H-SS) teachers have been evaluating, piloting, and analyzing textbooks since Spring, 2019; they used criteria set out in the California Department of Education's (CDE) History-Social Science Toolkit and the *History-Social Science Framework* published by the CDE in 2016.

The K-5 H-SS IM adoption committee determined the program that they found to be most effective for the needs of Tracy Unified School District's students. Community members have been made aware of the adoption process through public announcements and public review of materials at the Instructional Media Center.

The Curriculum Council is recommending Pearson's *California History-Social Science: myWorld Interactive* Program, published in 2019.

**RATIONALE:** The instructional materials being recommended for adoption demonstrates the highest correlation to the following evaluation criteria shared by all grades and courses in the K-5 adoption process:

- Alignment to the California History-Social Sciences Standards and Framework
- Support for citizenship instruction
- Relevant, engaging projects
- Strong support for teachers' instruction in ways that engage students in learning

This agenda item meets 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:** Funding for the purchase of recommended materials not to exceed \$1,140,000 will be provided by funds from Goal 1, Action 16 of the Local Control Accountability Plan reserved for the purchase of instructional materials.

**RECOMMENDATION:** Approve Adoption of Instructional Materials for History-Social Science Grades K-5.

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



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Dr. Sheila Harrison, Associate Superintendent of Educational Services  
**DATE:** January 30, 2020  
**SUBJECT:** Approve Adoption of Instructional Materials for International Baccalaureate Environmental Systems and Societies

**BACKGROUND:** International Baccalaureate Environmental Systems and Societies is a course in the International Baccalaureate (IB) Programme at Tracy High School. The IB Diploma Programme establishes curriculum frameworks for all IB courses but does not prescribe instructional materials; that decision is reserved for local school districts.

In a process that narrowed review from six to two programs, the committee selected a textbook and asked the Curriculum Council for a recommendation to the Board. Community members have been made aware of the adoption process through public announcements and public review of materials at the Instructional Media Center.

The following textbook is being recommended by the Curriculum Council for adoption for the Tracy Unified School District's International Baccalaureate Environmental Systems and Societies course: *Environmental Systems and Societies for the IB Diploma*, 2<sup>nd</sup> edition by P. Guinness and B. Walpole published by Cambridge University Press in 2016.

**RATIONALE:** The textbook being recommended for adoption demonstrates the highest correlation to the following evaluation criteria:

- Aligns to updated IB Environmental Systems and Societies course objectives
- Well-written, rigorous content
- Superior case studies with named examples needed for exam success
- Holistic perspective allowing engagement of social science and earth science concepts
- Current, relevant examples to engage students in problem solving

This agenda item meets 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:** Funding for the purchase of recommended materials not to exceed \$7,000 will be provided by funds from Goal 1, Action 16 of the Local Control Accountability Plan reserved for the purchase of instructional materials.

**RECOMMENDATION:** Approve Adoption of Instructional Materials for International Baccalaureate Environmental Systems and Societies.

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



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Tammy Jalique, Associate Superintendent for Human Resources  
**DATE:** January 30, 2020  
**SUBJECT:** Approve Job Description and Salary for Coordinator of PreK-12 STEM

**BACKGROUND:** In October 2018, TUSD was awarded an Education Innovation and Research (EIR) grant from the United States Department of Education (US Ed) in collaboration with their partner, the Community Training and Assistance Center (CTAC). The award supports TUSD in creating *Leadership of STEM: The PreK-12 STEM Pathway (PreK-12 STEM)*, a multi-disciplinary STEM project-based curriculum that is engineering- and computer science-centered. It ensures that every student has a STEM learning trajectory that progresses through elementary, middle, and high school. Moreover, it increases the number of underrepresented students (girls, students of color, and low-income students) engaged in STEM learning.

Since that award, TUSD has been engaged in implementation of STEM curriculum at nine sites, PreK-5. In 2020-21, this will expand to grades 6-12 at eight sites. In 2022-23, all TUSD sites will be STEM sites. TUSD has institutionalized many aspects of the STEM grant work, realigning and reallocating TUSD funds and personnel to support it.

**RATIONALE:** As the STEM project expands to all grades, further institutionalizing the STEM work by having a STEM Coordinator would strengthen TUSD's ability to manage this expansion, the logistics of STEM implementation, grant data evaluation data collection and reporting, the participation of community members in field experiences, and much more. This agenda item meets District Strategic Goal #1: Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or career goals, Strategic Goal #2: Hire, support, develop, train, and sustain district employees who create a singleness of purpose focused on maximizing students' academic, social, and emotional potential, and District Strategic Goal #3: Apply fiscal, operational and community resources to ensure a safe learning environment that supports staff and student goals.

**FUNDING:** Funding Source: District LCAP Funds.

**RECOMMENDATION:** Approve Job Description and Salary for Coordinator of PreK-12 STEM.

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

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Coordinator of PreK-12 STEM

**DEPARTMENT/DIVISION:** Educational Services

**POSITION SUMMARY:** Under the general supervision of the Director of Professional Learning and Curriculum, the Coordinator of PreK-12 STEM is responsible for assisting in planning, organizing, and developing the PreK-12 STEM curricular programs; supporting STEM professional learning activities for administration and staff; and supporting improvements to curriculum, instructional practices, and student achievement in STEM-related subjects.

### **ESSENTIAL FUNCTIONS:**

1. Support all aspects of the implementation of integrated STEM PreK-12 for all students
2. Demonstrate an understanding of and support implementation of California content standards and frameworks for PreK-12 in science, computer science, math and other STEM-related content areas
3. Demonstrate an understanding of and support implementation of the scope and sequence for STEM-related content areas in TUSD
4. Design, plan, and oversee the work of the STEM Standards and Curriculum Teams
5. Assist in the development, implementation, and evaluation of STEM curriculum and instruction aligned with career pathways that insure integration of academic and Career Technical Education
6. Assist the Professional Learning Director in leading, managing, and delivering the implementation of a comprehensive professional development program for certificated staff in STEM-related content areas
7. Assist the Professional Learning Director in the collection, interpretation, and use of data and assessment results to improve instructional practice and student learning
8. Provide coaching, training, lesson modeling, and support to teachers of STEM-related content areas at PreK-12 grade levels
9. Provide support to the Professional Learning Director in all areas of the department for STEM implementation, including curriculum, instruction, professional development, TTIP, Teacher Induction and related training for administrators, teachers, instructional coaches, and other personnel
10. Develop and carry out long- and short-term plans, programs, and activities to support the implementation of the District's STEM vision, curriculum, and instructional programs
11. Communicate regularly with all stakeholders regarding implementation of STEM
12. Collaborate with sites, community members, and STEM project teams to support and sustain STEM implementation
13. Seek grant requests for proposals to support the implementation of STEM; participate in and support the work of the grant-writing team
14. Supervise and evaluate certificated and/or classified staff as assigned
15. Serve on district-level committees to represent and report on STEM-related content areas and other staff development programs as appropriate
16. Maintain professional competence through on-going professional development and training in areas related to the position and its responsibilities and assist in providing leadership in

determining program direction and improvement to curriculum, instruction, and assessment, including the use of technology

17. Establish and maintain cooperative relationships with those contacted during the course of work
18. Maintain confidentiality on issues concerning programs and staff
19. Maintain regular and prompt attendance in the workplace
20. Perform other related duties as assigned

## **EDUCATION AND EXPERIENCE:**

A valid California Teaching Credential and Master's Degree is required. Must possess or be able to obtain a valid California Administrative Services Credential. Successful experience in the field of education, including a minimum of five years teaching experience is required. Administrative experience in a school setting is preferred. Experience with and knowledge of the California standards and frameworks for PK-12 is required. Experience with program evaluation and data collection preferred. A valid California Driver's License is required.

## **SKILLS AND QUALIFICATIONS:**

1. Knowledge and experience writing proposals for and coordinating grant-funded projects
2. Ability to oversee and manage budgets
3. Leadership skills in planning, setting agendas, and coordinating and conducting meetings, trainings, and professional learning
4. Knowledge and experience in implementing research-based instructional practices and strategies
5. Communicate and collaborate effectively with diverse groups and audiences
6. Demonstrated competence in the California Standards for the Teaching Profession (CSTP) and California Professional Standards for Education Leaders (CPSEL)
7. Ability to collect and analyze data for evaluation and improvement of instructional practices and professional development programs
8. Ability to analyze situations accurately and adopt effective course of actions
9. Ability to lead others effectively
10. Ability to communicate effectively both orally and in writing
11. Ability to integrate current technology into work and job functions
12. Ability to effectively coach certificated staff
13. Ability to function effectively as a member of a team
14. Ability to work independently with minimal supervision

## **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time.
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.

8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 50 pounds at shoulder height for short distances.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office and/or classroom environment and come in direct contact with staff, students, and the public. In addition, the Coordinator of PreK-12 STEM must perform duties and responsibilities that occur outside the school campus and District Office for related activities and events, including off-site meetings and/or trainings.

**SALARY:** LME Salary Range 49

**DAYS OF SERVICE:** 225 Days

**BOARD APPROVED:** TUSD