

NOTICE
REGULAR MEETING OF THE GOVERNING BOARD
TRACY UNIFIED SCHOOL DISTRICT
SEPTEMBER 8, 2020

PLACE: DISTRICT EDUCATION CENTER
SUPERINTENDENT’S CONFERENCE ROOM
1875 WEST LOWELL AVENUE
TRACY, CALIFORNIA

To View this meeting, please follow this link: [Board Meeting Live](#)

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

MODIFIED MEETING PROCEDURES DURING COVID-19 PANDEMIC:

To view this meeting, please follow this link: [Board Meeting Live](#)

Select “Watch on Web Instead”

Once the event opens click “Join Anonymously”

As per Executive Order N-29-20 from Governor Newsom, the Tracy Unified School District Board of Education meetings will move to a virtual/teleconferencing environment using Microsoft Teams. The Governor’s executive order on March 12, 2020, waived the requirement for a majority of board members to physically participate in a public board meeting at the same location.

To make a public comment, please follow this [Public Comment Link](#) available only on September 8th, between 5:00 and 6:00 p.m. to place your comment.

A G E N D A

- | | | |
|-----------|--|----------------|
| 1. | Call to Order | Pg. No. |
| 2. | Roll Call – Establish Quorum
Board: S. Abercrombie, A. Alexander, J. Costa, B. Pekari, S. Kaur, J. Silcox, L. Souza
Staff: B. Stephens, R. Pecot, T. Jaliq, J. Stocking, B. Etcheverry | |
| 3. | Closed Session: Opportunity to Address the Board Regarding Closed Session Items which follow. Closed session is limited to consideration of items specifically authorized under the Government Code and/or the Education Codes. | |
| | 3.1 Administrative & Business Services: None. | |
| | 3.2 Educational Services: | |
| | 3.2.1 Findings of Fact: 20-21/#01, #20-21/#02 | |
| | 3.3 Human Resources: | |
| | 3.3.1 Consider Non-Paid Leave of Absence for Classified Employee #UCL-354, Pursuant to Article XXIII
Action: Motion __; Second __. Vote: Yes __; No __; Absent __; Abstain __ | |
| | 3.3.2 Consider Non-Paid Leave of Absence for Classified Employee #UCL-355, Pursuant to Article XXIII
Action: Motion __; Second __. Vote: Yes __; No __; Absent __; Abstain __ | |
| | 3.3.3 Consider Public Employee/Employment/Discipline/Dismissal/Release | |

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

3.3.4 Conference with Labor Negotiator
Agency Negotiator: Tammy Jalique
Associate Superintendent of Human Resources
Employee Organization: CSEA, TEA

4. Adjourn to Open Session

5. Call to Order and Pledge of Allegiance

6. Closed Session Issues:

6a Action on Findings of Fact: 20-21/#01, #20-21/#02

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

6b Report Out of Action Taken on Consider Non-Paid Leave of Absence for Classified Employee #UCL-354, Pursuant to Article XXIII

Vote: Yes __; No __; Absent __; Abstain __

6c Report Out of Action Taken on Consider Non-Paid Leave of Absence for Classified Employee #UCL-355, Pursuant to Article XXIII

Vote: Yes __; No __; Absent __; Abstain __

7. Approve Regular Minutes of August 25, 2020.

1-3

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 Villalovoz Elementary School Presentation

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

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

10.2 **Educational Services:**

10.2.1 Receive Report on Professional Learning Opportunities Provided by Tracy Unified to Support Educators with the Distance Learning Instructional Model

4-5

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.

12. PUBLIC HEARING:

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

12.2 **Educational Services:**

- | | | |
|--------|---|-------|
| 12.2.1 | Conduct a Public Hearing Regarding the Learning Continuity and Attendance Plan for the 2020-2021 School Year-Tracy Independent Study Charter School (TISCS) (Separate Cover Item) | 6-7 |
| 12.2.2 | Conduct a Public Hearing Regarding the Learning Continuity and Attendance Plan for the 2020-2021 School Year (Separate Cover Item) | 7a-7b |

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

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

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

13.1 Administrative & Business Services:

- | | | |
|--------|--|-------|
| 13.1.1 | Approve Accounts Payable Warrants (June-July 2020) (Separate Cover Item) | 8 |
| 13.1.2 | Accept the Generous Donations from the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herin with Thanks and Appreciation from the Staff and Students of the Tracy Unified School District | 9-10 |
| 13.1.3 | Approve Payroll Reports (June-July 2020) | 11-17 |
| 13.1.4 | Approve Revolving Cash Fund Reports (June-July 2020) | 18-20 |

13.2 Educational Services:

- | | | |
|--------|--|-------|
| 13.2.1 | Approve Generation Genius Program for Art Freiler School for the 2020-2021 school year | 21 |
| 13.2.2 | Approve Muzology Learning Platform for Art Freiler School for the 2020-2021 school year | 22 |
| 13.2.3 | Approve Funding for the Agriculture Incentive Grant for Tracy High School for the 2020-2021 school year | 23-28 |
| 13.2.4 | Approve Great Minds Workbook Sets for Art Freiler School for the 2020-2021 School Year | 29 |
| 13.2.5 | Approve Agreement for Special Contract Services with Parent Institute for Quality Education (PIQE) to Provide Training for Parents at South/West Park Elementary School During the 2020-2021 School Year | 30-34 |

13.3 Human Resources:

- | | | |
|--------|--|-------|
| 13.3.1 | Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment | 35-36 |
| 13.3.2 | Approve Classified, Certificated, and/or Management Employment | 37-38 |
| 13.3.3 | Approve Student Teaching, Early Childhood Practicum, Speech-Language Pathology, Speech-Language Pathology Assistant, and Education Specialist Intern Agreement with Biola University (Separate Cover Item) | 39 |

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

14.1 Administrative & Business Services:

14.1.1 Adopt Resolution #20-05, Recertifying the Appropriation "Gann" Limits for the 2019/20 School Year for Tracy Joint Unified School District (Separate Cover Item) **40-41**

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

14.1.2 Approve the Unaudited Statement of Receipts and Expenditures for the 2019-2020 Fiscal Year (Separate Cover Item) **42**

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

14.2 Educational Services: None.

14.3 Human Resources:

14.3.1 Approve Job Description and Salary Placement for District High School Business Manager **43-45**

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 September 22, 2020

17.2 October 13, 2020

17.3 October 27, 2020

17.4 November 10, 2020

17.5 December 8, 2020

17.6 December 15, 2020

18. Upcoming Events:

18.1 October 26, 2020

No School, PT Conferences

18.2 October 28, 29, 20, 2020

Minimum Day: K-5, K-8 and 6-8

18.3 November 11, 2020

No School, Veterans' Day

18.4 November 23-27, 2020

Thanksgiving Break

18.5 December 21-January 1, 2021

Winter Break

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

**Minutes of
Regular Meeting of the Governing Board
For Tracy Unified School District
Held on Tuesday, August 25, 2020**

As per Executive Order N-29-20 from Governor Newsom, the Tracy Unified School District Board of Education meetings moved to a virtual/teleconferencing environment using Microsoft Teams. The Governor's executive order on March 12, 2020, waived the requirement for a majority of board members to physically participate in a public board meeting at the same location. (Public Comments were available by online submission).

- 6:30 PM:** 1-3. President Pekari called the meeting to order and adjourned to closed session.
- Roll Call:** 4. Board: S. Abercrombie, A. Alexander (Arrived late to closed) J. Costa, S. Kaur, B. Pekari, J. Silcox, L. Souza
Staff: B. Stephens, R. Pecot, T. Jalique, J. Stocking, 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 Report Out of Action Taken on Consider Non-Paid Leave of Absence for Certificated Employee #UC-1220, Pursuant to Article XX
Action: Vote: Yes-6; No-0; Absent-1(Alexander)
- 6b Report Out of Action Taken on Consider Non-Paid Leave of Absence for Classified Employee #UCL-354, Pursuant to Article XXIII
Action: Vote: Yes-6; No-0; Absent-1(Alexander)
Trustee Alexander arrived late to closed session.
- 6c Report Out of Action Taken on Consider Leave of Absence for Classified Employee #UCL-355, Pursuant to Article XXIII
Action: Vote: Yes-7; No-0.
- 6d Report Out of Action Taken on Release Probationary Classified Employee #UCL-356-Para Educator I
Action: Vote: Yes-7; No-0. ____
- Minutes:** 7. **Approve Regular Minutes of August 11, 2020.**
Action: Costa, Abercrombie **Vote:** Yes-7; No-0.
- Visitors:** None. Meeting was live streamed via Microsoft Teams.
- Student Rep Reports:** 8. None.
- Recognition & Presentations:** 9. None.
- Information & Discussion Items:** 10.1 **Administrative & Business Services:** None.

- Hearing of Delegations** 11. No comments were received.
- 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: Costa, Abercrombie. **Vote:** Yes-7; No-0.
- 13.1 **Administrative & Business Services:**
- 13.1.1 Ratify Routine Agreements, Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda
- 13.1.2 Accept the Generous Donations from the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein with Thanks and Appreciation from the Staff and Students of the Tracy Unified School District
- 13.1.3 Accept and Review the Status of School Connected Organization/Booster Club Applications Submitted for the 2020/21 School Year
- 13.2 **Educational Services:**
- 13.2.1 Approve Master Contract (MC) for Nonpublic Agency, Nonsectarian School Services with Behavioral & Educational Strategies & Training (B.E.S.T) (Separate Cover Item)
- 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:** None.
- 14.2 **Educational Services:** None.
- 14.3 **Human Resources:**
- 14.3.1 Adopt the District's Initial Bargaining Proposal for the California School Employees Association for the 2020-2021 School Year
Action: Abercrombie, Souza. **Vote:** Yes-7; No-0.
- 14.3.2 Adopt Resolution 20-04, Authorizing the Elimination of Certain Classified Positions Due to Lack of Work or Lack of Funds
Action: Abercrombie, Costa. **Vote:** Yes-7; No-0.
- Board Reports:** Trustee Abercrombie thanked the staff for all they have done towards Distance Learning. He knows there are challenges but appreciates all administration, teachers, and classified during this time. He also welcomed his new grandson to the world, Henry Liam Abercrombie. Trustee Alexander passed. Trustee Costa was fortunate to videotape a short welcome to Kelly's Back to School Night. She appreciated the invitation. She thanked all of the firefighters for all of their work. Trustee Kaur passed. Trustee Silcox has five children and is reporting as a parent

that the teachers have done a great job and the work has been well received by his children. There are some hiccups, but he is very pleased with what's going on. He thanked everyone involved. Trustee Souza also thanked all staff, teachers, paras, and classified for all of their work. The computers are starting to come in, hot spots are in, and paras are online. We will keep moving forward. Trustee Pekari commented that TUSD lost Don Nicholson, who passed away earlier this month. Kimball High's Stadium is named after him. We send our sympathies to his family and appreciate everything he has contributed to our schools and our community. We also approved donations and he acknowledged various groups who contributed to schools with backpacks and supplies. Tania Salinas and Julie Stocking have done great jobs in the past and are now working on our 2020-2021 LCP. There will be a stakeholder's meeting on Thursday at 3:30 p.m.

**Superintendent
Report:**

Dr. Stephens commented that this is the 2-week mark for the new school year. He can't be more pleased with how smooth it has gone. He extended thanks to our classified, teachers and administration who have worked with staff getting everyone ready for the year. We want to see kids physically in class, but we cannot do that at this time. He is pleased and proud of everyone's efforts.

Adjourn: 7:14 pm

Clerk

Date



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Juliana Stocking, Associate Superintendent of Educational Services
DATE: September 2, 2020
SUBJECT: **Receive Report on Professional Learning Opportunities Provided by Tracy Unified to Support Educators with the Distance Learning Instructional Model**

BACKGROUND: Due to COVID-19, Tracy Unified School District, like many districts across the nation and the globe, began the 2020-2021 school year in a distance learning instructional model. To support Tracy educators in implementing a distance learning instructional model, the Professional Learning and Curriculum Department redesigned and implemented a virtual professional learning plan for Tracy educators to receive training and support. Support included training on the District supported digital platform, Microsoft Teams.

RATIONALE: This report is being presented to increase Board and community knowledge about professional learning supports for educators in the District during distance learning. Tracy Unified defines distance learning in accordance with the California Department of Education: *distance learning is defined as instruction in which the student and instructor are in different locations. This may include interacting through the use of a computer and communications technology, as well as delivering instruction and check-in time with the teacher. Distance learning may include video or audio instruction in which the primary mode of communication between the student and the instructor is online interaction, video, or other instruction that relies on computer or communications technology. It may also include the use of print materials incorporating assignments that are written or oral.* To support educators with the transition to a distance learning instructional delivery model, the Professional Learning and Curriculum Department provided virtual training in Microsoft Teams, digital tools, and pedagogy during virtual District Buy-back and Preservice days that took place before the start of the school year. All newly hired educators received additional support during the six-day virtual Tracy Teacher Induction Program, TTIP, that took place before the start of the school year. Educators had additional training and opportunities for support in the first month of school as voluntary workshops and question and answer sessions were offered in the afternoons. Educators also have access to a TUSD Distance Learning web page that provides access to how-to videos and documents, and recorded training and workshops. 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 Local Control Funding Formula and Title II funds provide funding for the District's Professional Learning efforts.

RECOMMENDATION: Receive Report on Professional Learning Opportunities Provided by Tracy Unified to Support Educators with the Distance Learning Instructional Model.

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



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Julianna Stocking, Associate Superintendent of Educational Services
DATE: August 13, 2020
SUBJECT: **Conduct a Public Hearing Regarding the Learning Continuity and Attendance Plan for the 2020-2021 School Year-Tracy Independent Study Charter School (TISCS)**

BACKGROUND: A Public Hearing is a required component of the process of the approval of the Tracy Independent Study Charter School (TISCS) Learning Continuity and Attendance Plan for the 2020-2021 School Year. On June 29, 2020, the California State Governor approved SB 98, specifically the Education Omnibus Trailer Bill, a part of which states that the Local Control and Accountability Plan (LCAP) or an annual update of the LCAP is not required for the 2020-2021 school year, due to the COVID 19 emergency and pandemic. The Bill established California EC Section 43509 and the Learning Continuity and Attendance Plan requirement, which will take the place of the LCAP for the 2020-2021 school year. SB 98 will instead require the governing board of a school district to adopt a Learning Continuity and Attendance Plan by September 30, 2020. The bill would require the Superintendent, in consultation with the State Board of Education, to develop a template for the learning continuity and attendance plan on or before August 1, 2020, as provided. The bill would require the Learning Continuity and Attendance Plan to include specific and detailed information about the instruction the dependent charter school will provide to pupils in the 2020–21 school year: How attendance will be taken and monitored; how services for at-risk groups will be provided; how Special Education services will be rendered to meet IEP requirements and how to assess and address learning loss which occurred during the 2019-2020 school year. By requiring the dependent charter school to adopt Learning Continuity and Attendance Plan, the Bill would impose a state-mandated local program. A Public Hearing must be conducted in order to solicit community, parent, and District staff input on the Plan.

RATIONALE: The Learning Continuity and Attendance Plan for 2020-2021 provides a detailed overview of how TISCS will provide continuity of learning and address the impact COVID-19 on pupils, staff and the community. The plan will outline the efforts made to solicit stakeholder engagement, ensure instructional offerings, and provide mental health support. The plan outlines the distance-learning model aligned with TUSD, including staff roles and responsibilities, pupil participation and progress, pupil engagement and outreach, supports for students with unique needs, how to address pupil-learning loss and explain how Federal and State funds will be used to support the efforts in the Learning Continuity Plan. The Learning Continuity and Attendance Plan must be adopted by the board by September 30, 2020, and filed with the County Office of Education five days after adoption. The TISCS Learning Continuity and Attendance Plan for the 2020-2021 school year is attached here as a separate cover.

RECOMMENDATION: Conduct a Public Hearing Regarding the Learning Continuity and Attendance Plan for the 2020-2021 School Year-Tracy Independent Study Charter School (TISCS).

Prepared by: Mary Petty, Principal of TISCS & Director of Student Services.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Julianna Stocking, Associate Superintendent of Educational Services
DATE: August 7, 2020
SUBJECT: **Conduct a Public Hearing Regarding the Learning Continuity and Attendance Plan for the 2020-2021 School Year**

BACKGROUND: A Public Hearing is a required component of the process of the approval of the Tracy Unified School District's Learning Continuity and Attendance Plan for the 2020-2021 School Year. On June 29, 2020, the California State Governor approved SB 98, specifically the Education Omnibus Trailer Bill, a part of which states that the Local Control and Accountability Plan (LCAP) or an annual update of the LCAP is not required for the 2020-2021 school year, due to the COVID 19 emergency and pandemic. The Bill established California EC Section 43509 and the Learning Continuity and Attendance Plan requirement, which will take the place of the LCAP for the 2020-2021 school year. SB 98 will instead require the governing board of a school district to adopt a Learning Continuity and Attendance Plan by September 30, 2020. The bill would require the Superintendent, in consultation with the State Board of Education, to develop a template for the learning continuity and attendance plan on or before August 1, 2020, as provided. The bill would require the Learning Continuity and Attendance Plan to include specific and detailed information about the instruction the school district will provide to pupils in the 2020-21 school year: how attendance will be taken and monitored; how services for at-risk groups will be provided; how Special Education services will be rendered to meet IEP requirements and how to assess and address learning loss which occurred during the 2019-2020 school year. By requiring school districts to adopt a Learning Continuity and Attendance Plan, the Bill would impose a state-mandated local program. A Public Hearing must be conducted in order to solicit community, parent, and District staff input on the Plan.

RATIONALE: The Learning Continuity and Attendance Plan for 2020-2021 provides a detailed overview of how Tracy Unified will provide continuity of learning and address the impact COVID-19 on pupils, staff and the community. The plan will outline the efforts made to solicit stakeholder engagement, ensure instructional offerings, provide mental health support and school nutrition options for students. The plan outlines the distance-learning model provided by TUSD, including staff roles and responsibilities, pupil participation and progress, pupil engagement and outreach, supports for students with unique needs, how to address pupil-learning loss and explain how Federal and State funds will be used to support the efforts in the Learning Continuity Plan. The Learning Continuity and Attendance Plan must be adopted by the board by September 30, 2020.

and filed with the County Office of Education five days after adoption. The TUSD Learning Continuity and Attendance Plan for the 2020-2021 school year is attached here as a separate cover.

RECOMMENDATION: Conduct a Public Hearing Regarding the Learning Continuity and Attendance Plan for the 2020-2021 School Year

Prepared by: Tania Salinas, Director of Continuous Improvement, State and Federal Programs.



TRACY
UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Rob Pecot, Assoc Supt of Business Services
DATE: August 25, 2020
SUBJECT: Approve Accounts Payable Warrants (June-July 2020)

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 (June-July 2020).

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



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Rob Pecot, Assoc Supt of Business Services
DATE: August 19, 2020
SUBJECT: **Accept the Generous Donations from the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herin 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:

Bohn Elementary School:

1. Tracy Unified School District/Bohn Elementary School: From Donor's Choose, various school supplies valued at \$922.04. These supplies will be made into distance learning supply kits and will be distributed among the 2nd grade students of Bohn School.
2. Tracy Unified School District/Bohn Elementary School: From Donor's Choose, multi-purpose headphones with volume control valued at \$715.00. This donatnoi will be used by Bohn students during distance learning.
3. Tracy Unified School District/Bohn Elementary School: From Donor's Choose, four 7th Generation iPads, with protective cases, valued at \$1,869.19. This donation will benefit the students at Bohn School.

Tracy High School:

1. Tracy Unified School District/Tracy High School: From Tracy Breakfast Lions Club for the amount of \$500.00 (ck. #1402). This donation is a contribution to the Roger Traina Scholarship for the 2020-2021 school year.

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 itemmeets 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. Rob Pecot, Associate Superintendent for Business Services.



TRACY
UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Rob Pecot, Assoc Supt of Business Services
DATE: August 25, 2020
SUBJECT: Approve Payroll Reports (June-July 2020)

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

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

FUNDING: N/A.

RECOMMENDATION: Approve Payroll Reports (June-July 2020).

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

Pay Date 06/10/2020

Fund 01

LABOR DISTRIBUTION FOR EMPLOYEES SUMMARY

Fund	SACS Object	Amount	
Fund 01	1100	243,691.24	Teachers' Salaries
	1900	108,378.02	
	2100	129,902.84	Instructional Aides' Salaries
	2200	19,512.61	Classified Support Salaries
	2300	5,913.60	
	2400	1,769.57	Clerical & Office Salaries
	2900	40.00	Other Classified Salaries
	Total Labor	509,207.88	
Fund 01	3101	50,265.99	STRS On 1000 Salaries
	3102	1,034.84	STRS On 2000 Salaries
	3202	4,672.19	PERS On 2000 Salaries
	3301	5,668.44	
	3302	7,382.41	
	3501	176.17	State Unemploy On 1000 Salary
	3502	78.56	State Unemploy On 2000 Salary
	3601	6,310.95	Worker'S Comp Ins On 1000 Sal
	3602	2,816.71	Worker'S Comp Ins On 2000 Sal
	Total Contributions	78,406.26	
	Fund 11	1100	16,198.08
Total Labor		16,198.08	
Fund 11	3101	1,422.62	STRS On 1000 Salaries
	3301	234.87	
	3501	8.11	State Unemploy On 1000 Salary
	3601	290.36	Worker'S Comp Ins On 1000 Sal
	Total Contributions	1,955.96	

ESCAPE **ONLINE**

Pay Date 06/30/2020

Fund 01

LABOR DISTRIBUTION FOR EMPLOYEES SUMMARY

Fund	SACS Object	Amount	
01	1100	5,007,831.81	Teachers' Salaries
	1200	343,120.33	Cert Pupil Support Salaries
	1300	549,735.95	Cert Suprvrs' & Admins' Sal
	1900	126,000.03	Other Certificated Salaries
	2100	444,827.71	Instructional Aides' Salaries
	2200	798,860.47	Classified Support Salaries
	2300	176,633.84	Class Suprvrs' & Admins' Sal
	2400	470,425.75	Clerical & Office Salaries
	2900	44,401.66	Other Classified Salaries
	Total Labor	7,961,837.55	

Fund	SACS Object	Amount	
01	3101	999,727.14	STRS On 1000 Salaries
	3102	6,386.98	STRS On 2000 Salaries
	3201	35,628.92	PERS On 1000 Salaries
	3202	363,046.66	PERS On 2000 Salaries
	3301	89,742.66	
	3302	136,699.15	
	3401	645,314.75	
	3402	262,505.69	
	3501	3,013.53	State Unemploy On 1000 Salary
	3502	966.39	State Unemploy On 2000 Salary
	3601	108,028.38	Worker'S Comp Ins On 1000 Sal
	3602	34,687.89	Worker'S Comp Ins On 2000 Sal
	3701	64,146.61	
	3702	36,344.22	
	Total Contributions	2,786,238.97	

Fund	SACS Object	Amount	
11	1100	11,039.46	Teachers' Salaries
	1200	8,076.04	Cert Pupil Support Salaries
	1300	10,706.96	Cert Suprvrs' & Admins' Sal
	2100	6,234.09	Instructional Aides' Salaries
	2400	8,797.38	Clerical & Office Salaries
	Total Labor	44,853.93	

Fund	SACS Object	Amount	
11	3101	5,099.65	STRS On 1000 Salaries
	3202	2,964.35	PERS On 2000 Salaries
	3301	400.33	
	3302	1,087.69	
	3401	2,139.64	
	3402	1,979.75	
	3501	14.92	State Unemploy On 1000 Salary
	3502	7.51	State Unemploy On 2000 Salary
	3601	534.56	Worker'S Comp Ins On 1000 Sal
	3602	269.47	Worker'S Comp Ins On 2000 Sal
	Total Contributions	14,497.87	

Fund	12	SACS Object	Amount	
		1300	2,107.90	Cert Suprvsrs' & Admins' Sal
		2100	9,503.25	Instructional Aides' Salaries
		2400	3,962.77	Clerical & Office Salaries
		Total Labor	15,573.92	

Fund	12	SACS Object	Amount	
		3101	360.46	STRS On 1000 Salaries
		3102	435.17	STRS On 2000 Salaries
		3202	1,857.71	PERS On 2000 Salaries
		3301	27.79	
		3302	787.75	
		3401	196.08	
		3402	1,584.82	
		3501	1.05	State Unemploy On 1000 Salary
		3502	6.73	State Unemploy On 2000 Salary
		3601	37.78	Worker'S Comp Ins On 1000 Sal
		3602	241.38	Worker'S Comp Ins On 2000 Sal
		Total Contributions	5,536.72	

Fund	13	SACS Object	Amount	
		2200	143,131.08	Classified Support Salaries
		2300	34,300.39	Class Suprvsrs' & Admins' Sal
		2400	16,631.57	Clerical & Office Salaries
		Total Labor	194,063.04	

Fund	13	SACS Object	Amount	
		3202	32,028.52	PERS On 2000 Salaries
		3302	13,305.46	
		3402	17,247.29	
		3502	97.00	State Unemploy On 2000 Salary
		3602	3,478.65	Worker'S Comp Ins On 2000 Sal
		Total Contributions	66,156.92	

ESCAPE ONLINE

Pay Date 07/10/2020

Fund 01

LABOR DISTRIBUTION FOR EMPLOYEES SUMMARY

Fund	SACS Object	Amount	
Fund 01	1100	222,304.08	Teachers' Salaries
	1200	7,576.68	
	1900	12,520.00	Other Certificated Salaries
	2100	3,136.27	Instructional Aides' Salaries
	2200	7,319.94	Classified Support Salaries
	2300	5,870.40	
	2400	7,089.95	Clerical & Office Salaries
	Total Labor	265,817.32	
Fund 01	SACS Object	Amount	
	3101	38,276.69	STRS On 1000 Salaries
	3202	3,070.70	PERS On 2000 Salaries
	3301	4,038.94	
	3302	1,611.20	
	3501	120.92	State Unemploy On 1000 Salary
	3502	11.71	State Unemploy On 2000 Salary
	3601	4,344.98	Worker'S Comp Ins On 1000 Sal
	3602	419.72	Worker'S Comp Ins On 2000 Sal
	Total Contributions	51,894.86	
Fund 11	SACS Object	Amount	
	2100	1,119.20	Instructional Aides' Salaries
	2400	793.00	Clerical & Office Salaries
	Total Labor	1,912.20	
Fund 11	SACS Object	Amount	
	3202	220.71	PERS On 2000 Salaries
	3302	146.29	
	3502	0.96	State Unemploy On 2000 Salary
	3602	34.28	Worker'S Comp Ins On 2000 Sal
Total Contributions	402.24		
Fund 12	SACS Object	Amount	
	2400	2,516.19	Clerical & Office Salaries
	Total Labor	2,516.19	
Fund 12	SACS Object	Amount	
	3202	132.28	PERS On 2000 Salaries
	3302	192.49	
	3502	1.25	State Unemploy On 2000 Salary
	3602	45.10	Worker'S Comp Ins On 2000 Sal
Total Contributions	371.12		
Fund 13	SACS Object	Amount	
	2200	14,246.18	Classified Support Salaries
	Total Labor	14,246.18	
Fund 13	SACS Object	Amount	
	3202	2,367.62	PERS On 2000 Salaries
	3302	1,053.79	
	3502	7.13	State Unemploy On 2000 Salary
	3602	255.34	Worker'S Comp Ins On 2000 Sai
Total Contributions	3,683.88		

Pay Date 07/31/2020

Fund 01

LABOR DISTRIBUTION FOR EMPLOYEES SUMMARY

Fund	SACS Object	Amount	
01	1100	1,009,123.04	Teachers' Salaries
	1200	365,400.69	Cert Pupil Support Salaries
	1300	504,752.42	Cert Suprvrs' & Admins' Sal
	1900	69,407.75	Other Certificated Salaries
	2100	40,776.07	Instructional Aides' Salaries
	2200	719,629.20	Classified Support Salaries
	2300	177,258.30	Class Suprvrs' & Admins' Sal
	2400	310,386.79	Clerical & Office Salaries
	2900	12,724.15	Other Classified Salaries
	Total Labor	3,209,458.41	
01	3101	306,514.12	STRS On 1000 Salaries
	3102	5,825.87	STRS On 2000 Salaries
	3201	10,323.41	PERS On 1000 Salaries
	3202	253,131.94	PERS On 2000 Salaries
	3301	29,167.00	
	3302	89,260.99	
	3401	174,191.67	
	3402	199,786.76	
	3501	974.45	State Unemploy On 1000 Salary
	3502	629.26	State Unemploy On 2000 Salary
	3601	34,930.17	Worker'S Comp Ins On 1000 Sal
	3602	22,599.46	Worker'S Comp Ins On 2000 Sal
	3701	64,098.41	
	3702	38,389.83	
	Total Contributions	1,229,823.34	
09	1200	641.92	Cert Pupil Support Salaries
	Total Labor	641.92	
09	3101	103.67	STRS On 1000 Salaries
	3301	9.31	
	3501	0.33	State Unemploy On 1000 Salary
	3601	11.51	Worker'S Comp Ins On 1000 Sal
	Total Contributions	124.82	
11	1200	8,260.75	Cert Pupil Support Salaries
	1300	10,964.84	Cert Suprvrs' & Admins' Sal
	2400	2,973.79	Clerical & Office Salaries
	Total Labor	22,199.38	
11	3101	3,104.94	STRS On 1000 Salaries
	3202	615.58	PERS On 2000 Salaries
	3301	276.32	
	3302	197.58	
	3401	1,254.92	
	3402	513.15	
	3501	9.62	State Unemploy On 1000 Salary
	3502	1.49	State Unemploy On 2000 Salary
	3601	344.61	Worker'S Comp Ins On 1000 Sal
	3602	53.31	Worker'S Comp Ins On 2000 Sal
	Total Contributions	6,371.52	

Fund	12	SACS Object	Amount	
		1300	2,107.90	Cert Suprvsrs' & Admins' Sal
		Total Labor	2,107.90	
Fund	12	SACS Object	Amount	
		3101	340.43	STRS On 1000 Salaries
		3301	28.03	
		3401	196.08	
		3501	1.05	State Unemploy On 1000 Salary
		3601	37.78	Worker'S Comp Ins On 1000 Sal
		Total Contributions	603.37	
Fund	13	SACS Object	Amount	
		2200	25,134.02	Classified Support Salaries
		2300	28,286.93	Class Suprvsrs' & Admins' Sal
		2400	16,989.75	Clerical & Office Salaries
		Total Labor	70,410.70	
Fund	13	SACS Object	Amount	
		3202	14,575.04	PERS On 2000 Salaries
		3302	5,250.78	
		3402	10,360.34	
		3502	35.20	State Unemploy On 2000 Salary
		3602	1,262.14	Worker'S Comp Ins On 2000 Sal
		3702	2,538.01	
		Total Contributions	34,021.51	

ESCAPE ONLINE



TRACY
UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Rob Pecot, Assoc Supt of Business Services
DATE: August 25, 2020
SUBJECT: Approve Revolving Cash Fund Reports (June-July 2020)

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 (June-July 2020).

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

07/01/20

TUSD
REVOLVING CASH FUND
June 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
06/01/2020	9662	CALIFORNIA DEPT OF TAX & FE...	PO20-00404 1Q 2020 057-415033	
			01-0723-0-1110-3600-4300-840-9702	-60.80
			01-0724-0-5750-3600-4300-840-9702	-91.20
TOTAL				-152.00
06/04/2020	9663	U.S. POSTAL SERVICE	PO20-02172 STAMPS	
			01-6500-0-5770-1110-5900-800-2542	-22.00
TOTAL				-22.00

08/03/20

TUSD
REVOLVING CASH FUND
July 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
07/31/2020	9664	U.S. POSTAL SERVICE	PO21-00524 postage for Human Resources	
			01-0000-0-0000-7400-5900-810-8001	-310.00
TOTAL				-310.00



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Julianna Stocking, Associate Superintendent of Educational Services
DATE: August 18, 2020
SUBJECT: **Approve Generation Genius Program for Art Freiler School for the 2020-2021 school year**

BACKGROUND: Generation Genius is a K-8 teaching resource that brings school science standards to life through fun and educational videos paired with lesson plans, activities, quizzes, and reading material. The videos are produced in partnership with the National Science Teaching Association, and aligned to standards in all 50 states.

RATIONALE: This item supports 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: Total cost for the Generation Genius program is \$795. Funding will be provided by Title I funds.

RECOMMENDATION: Approve Generation Genius for Art Freiler School for the 2020-2021 school year.

Prepared by: Mr. Stephen Theall, Principal, Art Freiler School



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Julianna Stocking, Associate Superintendent of Educational Services
DATE: August 18, 2020
SUBJECT: **Approve Muzology Learning Platform for Art Freiler School for the 2020-2021 school year**

BACKGROUND: The Muzology music-based learning system teaches critical math skills and procedures in a relevant and highly engaging manner. The platform is designed to activate existing knowledge, present critical math content, and track student growth and performance.

RATIONALE: This item supports 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: Total cost for the year-long license, training fee and software maintenance and support is \$2,676.45. Funding will be provided by Title I funds.

RECOMMENDATION: Approve Muzology Learning Platform for Art Freiler School for the 2020-2021 school year.

Prepared by: Mr. Stephen Theall, Principal, Art Freiler School.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Julianna Stocking, Associate Superintendent of Educational Services
DATE: August 17, 2020
SUBJECT: **Approve Funding for the Agriculture Incentive Grant for Tracy High School for the 2020-2021 school year**

BACKGROUND: The State Department of Education requires that school districts submit applications in order to receive funding for the Agricultural Incentive Grant and the Specialized Agriculture Incentive Grant, and that these applications be approved by the local school board. Such approval indicates that the Board agrees to follow all applicable regulations.

RATIONALE: The Agricultural Incentive Grant provides additional funds for equipment, materials, and travel for students. The grant money provided to the Tracy Agriculture Department will be used for technology improvements, assist in the purchasing of materials to ensure a quality learning environment, and allows students to attend leadership conferences from the national to the local level. By accepting this grant, the District agrees to supplement the agriculture program by an in-kind match of the funds in the amount of \$18,664.00. This meets Strategic Goal #3: Apply fiscal, operational and community resources to ensure a safe learning environment that supports staff and student goals.

FUNDING: Agriculture Incentive Grant - \$ 18,664.00.

RECOMMENDATION: Approve Funding for the Agriculture Incentive Grant for Tracy High School for the 2020-2021 school year.

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

AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2020-21 APPLICATION FOR FUNDING

California Department of Education
(Due Date: To be received in Regional Supervisor's Office by June 30, 2020)

Tracy High

School Site

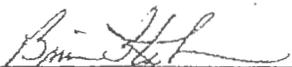
Tracy Unified School District

District

Please include the following items with your application:

- Eligibility Determination Sheet
- Variance Request Form (if applicable)
- Quality Criterion 12 Form (if applicable)
- Award Estimator and Budget Sheet
- List of Agriculture Teachers

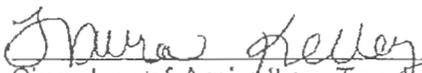
Certification: I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions of the operations in this project/program for local participation and assistance.



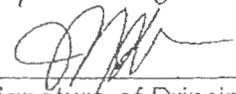
Signature of Authorized Agent

Superintendent

Authorized Agent Title



Signature of Agriculture Teacher
Responsible for the Program



Signature of Principal

Contact Phone Number: 209-830-3360

Date of Local Agency Board Approval: _____

AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2020-21 APPLICATION FOR FUNDING

California Department of Education

(Due Date: To be received in Regional Supervisor's Office by June 30, 2020)

Eligibility Determination Sheet

IN ORDER TO APPLY FOR FUNDING, YOU MUST MEET ALL THE QUALITY CRITERIA LISTED BELOW.

Please check each Quality Criteria you meet:

- 1. Curriculum and Instruction
- 2. Leadership and Citizenship Development
- 3. Practical Application of Occupational Skills
- 4. Qualified and Competent Personnel
- 5. Facilities, Equipment, and Materials
- 6. Community, Business, and Industry Involvement
- 7. Career Guidance
- 8. Program Promotion
- 9. Program Accountability and Planning

IF YOU CHECKED ALL THE REQUIRED QUALITY CRITERIA, PLEASE CONTINUE TO THE NEXT PAGE OF YOUR APPLICATION.

If you **do not** meet one or more of the criteria listed above, you may submit a Variance Request Form for each unmet criterion.

A variance is a proposed plan to bring your program into compliance with all the quality criteria listed above, prior to the following year's application.

All variances must be approved with this application in order to be eligible for funding. Non-compliance with the terms of the approved variance will result in a loss of funds.

Will you be including a formal Variance Request Form for each unmet criterion?

Yes No

IF YOU ARE REQUESTING ONE OR MORE VARIANCES, PLEASE COMPLETE A VARIANCE REQUEST FORM FOR EACH AND CONTINUE TO THE NEXT PAGE OF YOUR APPLICATION.

IF YOU DO NOT MEET ALL REQUIRED QUALITY CRITERIA LISTED ABOVE, AND YOU ARE NOT SUBMITTING A VARIANCE REQUEST FORM

STOP

YOU ARE NOT ELIGIBLE TO APPLY FOR FUNDING THROUGH THE AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT.

AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2020-21 APPLICATION FOR FUNDING

California Department of Education
(Due Date: To be received in Regional Supervisor's Office by June 30, 2020)

AWARD ESTIMATOR

DATES OF PROJECT DURATION: JULY 1, 2020 TO JUNE 30, 2021

Applicant Information (please fill in the underlined fields)

Number of Different Agriculture Teachers at Site (Please attach a separate list of Agriculture teachers' names):	<u>4</u>
Total Number of Students from the prior fiscal year R-2 Report:	<u>458</u>
Number of teachers meeting Criterion 10 (Class size - See instructions):	<u>0</u>
Number of teachers meeting Criterion 11a (Year round employment - See instructions):	<u>4</u>
26 Number of teachers meeting Criterion 11b (Project supervision period - See instructions):	<u>1</u>
Do you meet all criteria on the attached Quality Criterion 12 Form (Y/N)?	<u>N</u>

Award Calculations

Part 1: Based on your number of agriculture teachers at the site: (Please attach a separate list of Agriculture teachers' names):	<u>\$ 5,000.00</u>
Part 2: Based on \$8.00 per member listed on the R-2 Report:	<u>\$ 3,664.00</u>
Part 3a: Based on number of teachers meeting Criterion 10:	<u>\$ 0.00</u>
Part 3b: Based on number of teachers meeting Criterion 11a:	<u>\$ 8,000.00</u>
Part 3c: Based on number of teachers meeting Criterion 11b:	<u>\$ 2,000.00</u>
Part 4: Based on meeting all criteria on the Quality Criterion 12 Form:	<u>\$ 0.00</u>
Total Estimated Award:	<u>\$ 18,664.00</u>

2020-21 Tracy High Ag Teachers

1. Laura Kelley
2. Pat Rooney
3. Jason Gentry
4. Georgia Souza



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Julianna Stocking, Associate Superintendent of Educational Services
DATE: August 18, 2020
SUBJECT: Approve Great Minds Workbook Sets For Art Freiler School For The 2020-2021 School Year

BACKGROUND: Rigorous Curriculum Design units throughout the school year in grades four and five call for regular use and reference to standards, concepts, and skills addressed in these Great Minds workbook sets. This supplemental resource is expected to provide students the supports and scaffolds required to meet or exceed learning targets for mathematics.

RATIONALE: This item supports 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: Total cost for the 4th & 5th grade workbooks and homework helpers digital subscription is \$8,258.54. Funding will be provided by Title I funds.

RECOMMENDATION: Approve Great Minds workbook sets for Art Freiler School for the 2020-2021 school year.

Prepared by: Mr. Stephen Theall, Principal, Art Freiler School.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Julianna Stocking, Associate Superintendent of Educational Services
DATE: September 8, 2020
SUBJECT: Approve Agreement for Special Contract Services with Parent Institute for Quality Education (PIQE) to Provide Training for Parents at South/West Park Elementary School During the 2020-2021 School Year

BACKGROUND: Parent Institute for Quality Education (PIQE) is an organization committed to connecting families, schools, and community as partners to advance the education of every child through parent engagement. Their vision is to create a community in which parents and educators collaborate to transform every child's educational environment, both at home and at school, so that all children can achieve their greatest academic potential.

RATIONALE: The focus of PIQE is to encourage and support low-income, ethnically-diverse parents of K-12 school children to take a participatory role in their children's education. Providing PIQE at South/West Park School will support site efforts to encourage parents to participate in school activities and provide programs to develop a positive, supportive relationship with the school, home and community and to facilitate a partnership to support student achievement. This supports the District Strategic Goal #1 - Prepare all students for college and career and ensure all students meet grade level standards with a focus on closing achievement gap.

FUNDING: The cost will not exceed \$10,500 and will be paid with Site Title 1 funds.

RECOMMENDATION: Approve Agreement for Special Contract Services with Parent Institute for Quality Education (PIQE) to Provide Training for Parents at South/West Park Elementary School During the 2020-2021 School Year.

Prepared by: Ramona Soto, Principal, South/West Park Elementary School.



**SERVICES ACCEPTANCE
MEMORANDUM OF UNDERSTANDING**

To: Ramona Soto Barajas, School Principal

From: Gabriela Rios, Executive Director

Date: May 4, 2020

NOW, THEREFORE, in consideration of the recitals and mutual obligations of the parties herein expressed, The Parent Institute for Quality Education (PIQE) and Tracy Unified School District agree as follow:

RECITALS

- A. Scope of Services: PIQE will provide a parent training course for the parents of the children enrolled in the school above mentioned. PIQE will recruit parents by phone, provide a needs-assessment session, a series of weekly training sessions for parents culminating in a graduation ceremony with certificates given to parents who attend four sessions or more. The training is designed to develop skills and techniques, which will enable parents to address the educational needs of their school-aged children.
- B. Location: South West Park Elemetary School
- C. Period of Performance: September 16,2020 to November 11,2020
- D. Compensation:
 - Tracy Unified School District agrees to pay the flat fee of \$10,500.00 for PIQE Nine Week Program

Funding from: _____

- E. In addition, schools where the PIQE program is provided will make available babysitting services as well as any refreshments to be provided to the parents.

I accept these services at Tracy Unified School District under the terms and conditions noted.

Ramona Soto _____ 5.22.20
 District Representative Date

Parent Institute Representative: _____
 Mrs. Gabriela Rios, Executive Director PIQE

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 Parent Institute for Quality Education, 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 Training for Parents at South/West Park Elementary School during the 2020/2021 School Year

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 9 () [] HOURS [x] DAYS, under the terms of this agreement at the following location 500 W Mt Diablo, Tracy, CA.

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

- a. District shall pay \$ 10,500 per [] HOUR [] DAY [x] FLAT RATE, not to exceed a total of \$ 0.00. 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 September 16, 2020, and shall terminate on November 18, 2020.

5. This agreement may be terminated at any time during the term by either party upon Thirty 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, Ramona Soto at (209) 830-3335 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.
8. Contractor enters into this Agreement as an independent contractor and not as an employee of the District. The Contractor shall have no power or authority by this Agreement to bind the District in any respect except as provided herein. Nothing in this Agreement shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Contractor are employees, agents, contractors or subcontractors of the Contractor and not of the District. The District shall not be obligated in any way to pay any wage claims or other claims made against Contractor by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Agreement.
 - a. CONTRACTOR shall be required to provide proof (Certificate of Insurance) of comprehensive general liability insurance coverage in the amount of one million dollars (\$1,000,000.00) combined single limit per occurrence; two million dollars (\$2,000,000.00) general aggregate. A separate additional insured endorsement shall be provided to include the DISTRICT and its officers, officials, employees, agents and volunteers as additional insured in the policy. It is agreed that insurance coverage provided by CONTRACTOR herein is endorsed as primary and noncontributory to any similar insurance or self-insurance carried by DISTRICT. The DISTRICT reserves the right to adjust its insurance requirements as needed.
 - b. Contractor WILL WILL NOT have significant contact with students. If applicable, proof of professional liability insurance, to include one million dollars (\$1,000,000.00) per occurrence for Sexual Abuse/Molestation is also required. If applicable, CONTRACTOR will comply with the provisions of Education Code 45125 regarding the submission of fingerprints to the California Department of Justice and the completion of criminal background investigations of the CONTRACTOR and/or its employees.

Contractor agrees to hold harmless and to indemnify District for:

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

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

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

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

AGREED:

 Executive Director
Contractor Signature Title

Tracy Unified School District

IRS Identification Number

Date

Parent Institute for Quality Education
Title

Account Number to be Charged

3041 Mitchell Rd Ste H
Address

Department/Site Approval

Ceres CA 95307

Budget Approval

Date Approved by the Board



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent of Human Resources
DATE: August 26, 2020
SUBJECT: Accept Resignations/Retirements/Leave of Absences for Classified, Certificated, and/or Management Employment

BACKGROUND:

**MANAGEMENT/CLASSIFIED
CONFIDENTIAL RESIGNATION**

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Wright, Kirsten School Site Business Manager	Kimball	8/20/20	Personal

BACKGROUND:

CLASSIFIED RETIREMENTS

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Jones, Carrie Food Service Supervisor	Tracy High	10/30/20	Retirement

BACKGROUND:

CLASSIFIED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Gonzalez, Vanessa Elementary Attendance Clerk	North	9/4/20	Personal

Calma, Monica
School Supervision Assistant

McKinley 8/13/20

Personal

Martinez, Evelyn
Clerk Typist II

Kelly 9/1/20

To Accept Personnel
Technician in Human
Resources

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

Prepared by: Tammy Jalique, Associate Superintendent of Human Resources



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent of Human Resources
DATE: August 26, 2020
SUBJECT: Approve Classified, Certificated, and/or Management Employment

BACKGROUND:

Martinez, Evelyn

MANAGEMENT/CLASSIFIED
CONFIDENTIAL

Personnel Technician (New)
Human Resources
Range 10, Step A - \$25.76 per hour LMH
4 hours per day
Fund: General

BACKGROUND:

Brittain, Alexander

CERTIFICATED

Independent Study-High School Overflow
(New Position)
Kimball High School
"A" Step 1, Class I, \$52,184.00
Fund: General Fund

Drake, Jason

5th Grade (Replacement)
North School
"A" Step 1, Class I, \$48,549.00
Fund: General Fund

Grewal, Khuswinder

Independent Study- 1-2 Grades
(New Position)
Poet Christian School
"A" Step 1, Class I, \$51,891.00
Fund: General Fund

Handel, Ron
Independent Study 10th Grade
(New Position)
Kimball High School
“B” Step 3, Class VI, \$63,811.00
Fund: General Fund

Jefferis, Jennifer
Independent Study 2-3 Grades
(New Position)
South/West Park
“A” Step 1, Class I, \$52,184.00
Fund: General Fund

Rai, Hardeep
Independent Study 9th Grade
(New Position)
Kimball High School
“B” Step 1, Class V, \$58,226.00
Fund: General Fund

Ramirez, Damien
Independent Study 6-7 Grades
(New Position)
Williams Middle School
“A” Step 3, Class I, \$52,184.00
Fund: General Fund

Valverde, Natalie
Independent Study K-1 Grades
(New Position)
Art Freiler School
“A” Step 1, Class II, \$51,598.00
Fund: General Fund

BACKGROUND:

CLASSIFIED

Borres, Flora
School Supervision Assistant
McKinley Elementary
Range 21, Step A - \$14.53 per hour
2 hours per day
Fund: General

RECOMMENDATION: Approve Classified, Certificated and/or Management Employment

Prepared by: Tammy Jalique, Associate Superintendent of Human Resources



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent of Human Resources
DATE: August 26, 2020
SUBJECT: Approve Student Teaching, Early Childhood Practicum, Speech-Language Pathology, Speech-Language Pathology Assistant, and Education Specialist Intern Agreement with Biola University

BACKGROUND: Tracy Unified School District currently employs interns through a number of colleges and universities. This has aided the District in increasing the number of candidates that are available for administrative positions within the district. A contract between Biola University and Tracy Unified School District will expand options for meeting staffing needs. This Agreement will be effective from September 9, 2020 through September 9, 2025.

RATIONALE: By approving this agreement, the District will expand its pool of applicants for Teaching, Early Childhood, Speech-Language Pathology, Speech-Language Pathology Assistant, and Education Specialist positions. This agenda item meets strategic goal #7: Develop and utilize partnerships that contribute to the achievement of District goals.

FUNDING: There is no cost to the District.

RECOMMENDATION: Approve Student Teaching, Early Childhood Practicum, Speech-Language Pathology, Speech-Language Pathology Assistant, and Education Specialist Intern Agreement with Biola University.

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



BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Rob Pecot, Assoc Supt of Business Services
DATE: August 25, 2020
SUBJECT: **Adopt Resolution #20-05, Recertifying the Appropriation “Gann” Limits for the 2019/20 School Year for Tracy Joint Unified School District**

BACKGROUND: In November 1979 the California electorate adopted Proposition 4, commonly called the Gann Amendment. The provisions of the Gann Amendment establish maximum Appropriation Limitations, commonly called “Gann Limits,” for public agencies, including school districts.

Local education agencies are required to report their Appropriations Limit to the State Superintendent of Public Instruction and to the State Director of Finance. The District is required to calculate a Gann Limit for 2020/21 in accordance with the provisions of Senate Bill 98 and applicable statutory law.

The attached resolution of the recertified Gann Limit for 2019/20 fiscal year has been made in accordance with applicable constitutional and statutory law and does not exceed the limitations imposed by Proposition 4.

FUNDING: N/A

RECOMMENDATION: Adopt Resolution #20-05, Recertifying the Appropriation Limits for the 2019/20 School Year for Tracy Joint Unified School District.

Prepared by: Dr. Rob Pecot, Assoc Supt of Business Services.



**TRACY UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 20-05
Recertifying the Appropriation “Gann” Limits
for the 2019/20 School Year for Tracy Joint Unified School District**

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article established maximum appropriation limitations, commonly called “Gann Limits,” for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann Limit for the 19/20 fiscal year and a projected Gann Limit for the 20/21 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann Limits for the 19/20 and 20/21 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IF FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 19/20 and 20/21 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with appropriate attachments to interested citizens of this district.

PASSED AND ADOPTED, THIS 8th DAY OF September, 2020, BY THE FOLLOWING VOTE:

AYES: NOES: ABSTAIN: ABSENT:

President
Board of Education
Tracy Unified School District

Clerk
Board of Education
Tracy Unified School District



TRACY
UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES MEMORANDUM

TO: Dr. Brian Stephens, Superintendent
FROM: Dr. Rob Pecot, Assoc Supt of Business Services
DATE: August 26, 2020
SUBJECT: **Approve the Unaudited Statement of Receipts and Expenditures for the 2019-2020 Fiscal Year**

BACKGROUND: Education Code Section 42100 requires that the governing board, on a form prescribed by the Superintendent of Public Instruction, submit an annual statement of all receipts and expenditures of the district for the preceding year and file that statement with the county superintendent of schools. This document is commonly known as the “unaudited actuals.”

RATIONALE: The information compiled in this report is the basis for the annual financial audit. The county superintendent of schools is required to verify the mathematical accuracy of the unaudited actual statement and transmit a copy to the Superintendent of Public Instruction.

FUNDING: The unaudited actuals report has no direct impact on funding, however, the information about past year revenues and expenses establishes the beginning balance for the 2020-21 budget, which will be considered in a future update to the current year budget.

RECOMMENDATION: Approve the Unaudited Statement of Receipts and Expenditures for the 2019-2020 Fiscal Year.

Prepared by: Dr. Rob Pecot, Associate Superintendent for Business Services.



HUMAN RESOURCES MEMORANDUM

TO: Dr. Brian R. Stephens, Superintendent
FROM: Tammy Jalique, Associate Superintendent of Human Resources
DATE: September 1, 2020
SUBJECT: **Approve Job Description and Salary Placement for District High School Business Manager**

BACKGROUND: There is a need in the Financial Services Department for help in managing school budgets, assisting with facilities requests, overseeing accounting of the student stores, facilitating appropriate accounting measures, and assisting in collecting fees. The District currently has a budget manager position at each high school site. This new position would coordinate with all three high schools, making the need for a position at each high school obsolete. This position is imperative for district fiscal oversight.

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

FUNDING: Unrestricted General Fund

RECOMMENDATION: Approve Job Description and Salary Placement for District High School Business Manager.

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

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: District High School Business Manager

DEPARTMENT: Financial Services

POSITION SUMMARY: Under the general direction of the Director of Financial Services is responsible for administration and management of the school budgets, facilities and transportation. The business manager collects, maintains and evaluates data to make continuous improvements to services for staff, students and the public.

ESSENTIAL FUNCTIONS:

1. Manages school budgets (digital high school, conferences, payroll, budget transfers, site, department and administrative budgets, categorical and copy costs).
2. Assists with facilities use requests (collects fees, books facilities, monitors and coordinates appropriate use).
3. Assists with use of buildings and facilities for special school and community events.
4. Works with site administrators, clubs, student body organization, etc., to facilitate appropriate accounting procedures for budgets.
5. Assists administration with evaluation of student body bookkeeper/health clerk.
6. Oversees accounting in student stores.
7. Interfaces with District maintenance and operations, business department and transportation.
8. Consults with a broad range of community members and staff to measure and improve services.
9. Maintains prompt and regular attendance in the workplace.
10. Performs related duties as assigned.

EDUCATION AND EXPERIENCE: Ability to provide and carry out oral and written directions in English, to read and speak at a level sufficient to fulfill the duties described. Ability to communicate in Spanish desirable. Two years of experience in budget management and/or business operations desired; possession of an appropriate California driver's license; insurable.

SKILLS AND QUALIFICATIONS:

1. Knowledge of public facility management
2. Knowledge of budget management
3. Knowledge of business management
4. Knowledge of computer applications
5. Ability to plan and administer school site facilities program
6. Ability to apply quality management tools to organizational data and make process improvement changes
7. Ability to anticipate, recognize and evaluate district needs in budgeting, facilities and transportation
8. Ability to coordinate facility uses to maximize community and site benefits while minimizing impacts on school district resources.
9. Ability to maintain cooperative working relationships with those contacted in the course of work.

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. Work on computers for extended periods of time.
5. Lift and carry up to 25 lbs. at shoulder height for short distances.

WORK ENVIRONMENT: Employees in this position will be required to work indoors in a standard office environment and come in direct contact with students, school site staff, district office staff and the public.

SALARY: Leadership/Management Range 15

DAYS OF SERVICE: 230 days

Board Approved: