

**NOTICE**  
**REGULAR MEETING OF THE GOVERNING BOARD**  
**TRACY UNIFIED SCHOOL DISTRICT**  
**JANUARY 25, 2022**

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

**TUSD board meetings are held in person. Masks are required.**

**To View the live stream of this meeting, please follow this link: Board Meeting Live**

**TIME: 6:30 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, A. Blanco, N. Erskine, Z. Hoffert, S. Kaur, L. Souza<br>Staff: B. Stephens, R. Pecot, T. Jalique, J. Stocking, 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.<br><b>3.1 Administrative &amp; Business Services:</b> None.<br><br><b>3.2 Educational Services:</b> None.<br><br><b>3.3 Human Resources:</b><br><b>3.3.1</b> Consider Paid Leave of Absence for Classified Employee #UCL-412, Pursuant to Article XXIII<br><b>Action:</b> Motion__ ; Second__ . <b>Vote:</b> Yes__ ; No__ ; Absent__ ; Abstain __<br><b>3.3.2</b> Consider Public Employee/Employment/Discipline/Dismissal/Release<br><b>Action:</b> Motion__ ; Second__ . <b>Vote:</b> Yes__ ; No__ ; Absent__ ; Abstain __<br><b>3.3.3</b> Conference with Labor Negotiator<br>Agency Negotiator: Tammy Jalique<br>Associate Superintendent of Human Resources<br>Employee Organization: CSEA, TEA |                |
| <b>4.</b> | <b>Adjourn to Open Session</b>  |                |
| <b>5.</b> | <b>Call to Order and Pledge of Allegiance</b>   |                |
| <b>6.</b> | <b>Closed Session Issues:</b>   |                |

- 6a Report Out of Action Taken on Consider Paid Leave of Absence for Classified  
3.3.1 Employee #UCL-412, Pursuant to Article XXIII  
Action: Vote: Yes \_\_\_; No \_\_\_; Absent \_\_\_; Abstain \_\_\_
7. **Approve Regular Minutes of January 11, 2021** 1-6  
Action: Motion \_\_\_; Second \_\_\_. Vote: Yes \_\_\_; No \_\_\_; Absent \_\_\_; Abstain \_\_\_
8. **Student Representative Reports: Tracy High:** Iliana Cashen; **West High:** Lilly Banchemo and Kaitlyn Durant; **Kimball High:** Omed Akbari; and **Alternative Ed Campus:** Andrea Navarro.
9. **Recognition & Presentations:** An opportunity to honor students, employees and community members for outstanding achievement:  
9.1 George Kelly 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 COVID 19 Updates  
10.2.2 Receive Report from Ryan Wasurick to the Board on Attending and Presenting at the NSTA Portland Regional Conference in Portland, OR on October 27- October 30, 2021 7  
10.2.3 Receive Report on STEM Implementation in TUSD 8-9  
10.2.4 Receive Report on Latino Literacy Program 10-11
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:** None.
13. **Consent Items:** Actions proposed for consent are consistent with the approved practices of the district and are deemed routine in nature. Trustees receive board agenda background information in advance of scheduled meetings and are prepared to vote with knowledge on the consent items.  
Action: Motion \_\_\_; Second \_\_\_. Vote: Yes \_\_\_; No \_\_\_; Absent \_\_\_; Abstain \_\_\_.  
**Board approval of any agenda item requiring insurance is conditioned upon acceptance of appropriate insurance accepted by Tracy Unified.**  
13.1 **Administrative & Business Services:**  
13.1.1 Approve Accounts Payable Warrants (December 2021) 12  
(Separate Cover Item)  
13.1.2 Approve Entertainment, Assembly, Service, Business and Food Vendors 13-17

- |  |   |       |
|--|---|-------|
| 13.1.3   | 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 | 18-19 |
| 13.1.4   | Approve Payroll Reports (December 2021)   | 20-24 |
| 13.1.5   | Approve Revolving Cash Fund Reports (December 2021)   | 25-26 |
| 13.1.6   | Authorize Associate Superintendent of Business Services to Enter into Agreement to Dispose of Damaged, Obsolete and Surplus Furniture, Computers, and Equipment through Disposal Service  | 27-29 |
| 13.2 <b>Educational Services:</b>  |   |       |
| 13.2.1   | Receive Update on Quarterly Williams Uniform Complaint Report for the Quarter ending January 15, 2022.  | 30-31 |
| 13.2.2   | Approve Overnight Travel for 3 Advisors and 12 Students of West High FFA to Attend the State FFA Leadership Conference in Sacramento, Ca. on March 25-29, 2022  | 32    |
| 13.2.3   | Approve all Tracy Unified School District School Accountability Report Cards (SARCs) for the 2020-21 school year (Separate Cover Item)  | 33    |
| 13.2.4   | Approve Tracy Independent Study Charter School (SARC) School Accountability Report Card for the 2020-21 school year (Separate Cover Item)   | 34-35 |
| 13.3 <b>Human Resources:</b>   |   |       |
| 13.3.1   | Accept Resignations/Retirements/Leave of Absences for Classified, Certificated, and/or Management Employment  | 36-38 |
| 13.3.2   | Approve Classified, Certificated, and/or Management Employment  | 39-42 |
| 14. <b>Action Items:</b> 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 <b>Administrative &amp; Business Services:</b>  |   |       |
| 14.1.1   | Adopt Resolution No. 21-10 to Excuse Meeting Absence of Board Member  | 43-44 |
| <b>Action:</b> Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.  |   |       |
| 14.2 <b>Educational Services:</b>  |   |       |
| 14.2.1   | Adopt Revised Board Policy and Acknowledge Administrative Regulation 6173 Education for Homeless Children (First Reading)   | 45-59 |
| <b>Action:</b> Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.  |   |       |
| 14.2.2   | Adopt Revised Board Policy and Acknowledge Administrative Regulation 6173.1 Education for Foster Youth (First Reading)  | 60-83 |
| <b>Action:</b> Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.  |   |       |
| 15. <b>Board Reports:</b> An opportunity for board members to discuss items of particular importance or interest in the district.  |   |       |
| 16. <b>Superintendent's Report:</b> 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 8, 2022
- 17.2 February 22, 2022
- 17.3 March 8, 2022
- 17/4 March 22, 2022

**18. Upcoming Events:**

- |                        |                               |
|------------------------|-------------------------------|
| 18.1 February 14, 2022 | No School, Lincoln's Birthday |
| 18.2 February 21, 2022 | No School, Presidents' Day    |
| 18.3 March 4, 2022     | No School, Board Design NWD   |
| 18.4 April 15-22, 2022 | No School, Spring Break       |
| 18.5 May 27, 2022      | Last Day of School            |
| 18.6 August 8, 2022    | First Day of School           |

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

**Minutes of  
Regular Meeting of the Governing Board  
For Tracy Unified School District  
Held on Tuesday, January 11, 2022**

- 6:15 PM:** 1-3. President Alexander called the meeting to order and adjourned to closed session.
- Roll Call:** 4. Board: S. Abercrombie, A. Alexander, N. Erskine, Z. Hoffert, S. Kaur  
Absent: A. Blanco and L. Souza.  
Staff: B. Stephens, R. Pecot, T. Jalique, J. Stocking, B. Etcheverry
- 7:00 PM** 5. President Alexander 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 **Finding of Facts:** 21/22#48, 21/22#49, 21/22#50, 21/22#51,  
3.2.1 21/22#52, 21/22#53, 21/22#54, 21/22#55, 21/22#56, 21/22#57,  
21/22#58  
**Action:** Abercrombie, Erskine. **Vote:** Yes-5; No-0; Absent-2(Blanco, Souza)  
6b Report Out of Action Taken on PE Exemptions: THS#10347588  
3.2.2  
**Action:** **Vote:** Yes-5; No-0; Absent-2(Blanco, Souza)  
6c Early Graduation: THS#10337289  
3.2.3  
**Action:** **Vote:** Yes-5; No-0; Absent-2(Blanco, Souza)  
6d Report Out of Action Taken on Consider Unpaid Leave of Absence  
3.3.1 for Classified Employee #UCL-410, Pursuant to Article XXIII  
**Action:** **Vote:** Approved. Yes-5; No-0; Absent-2(Blanco, Souza)  
6e Report Out of Action Taken on Consider Unpaid Leave of Absence  
3.3.2 for Classified Employee #UCL-411, Pursuant to Article XXIII  
**Action:** **Vote:** Approved. Yes-5; No-0; Absent-2(Blanco, Souza)
- Minutes:** 7. **Approve Regular Minutes of December 14, 2021**  
**Action:** Abercrombie, Erskine. **Vote:** Yes-5; No-0; Absent-2(Blanco, Souza)
- Audience:** S. Bancroft, T. Quintana, M. Baptista, A. Arechiga, M. Strelka, R. Mahiddin, B. Ryan, B. Maslyar, A. Donovan
- Student Rep Reports:** 8. **West High School FFA:** Cadence DeCoite and Lily Banchero reported that on November 9<sup>th</sup> they held their annual degree night. It was an exciting ceremony and great turnout. Animal science raised turkeys. Students developed responsibility and leadership skills. In September, each student learned how to harvest turkeys. They are grateful for the grants received and for the equipment they have purchased with it such as tools, stalls, and a tractor. Students are working hard on putting together stalls and cabinets. The Leadership Conference was held in Sacramento and 12 students participated and had a great time. Students are preparing for career development events with weekly practices for the

contests. They have teams for pests, poultry, vet science, horse judging and floral. The first competition will be February 5<sup>th</sup> and will go through March.

**Tracy High School FFA:** Paige Cordano and Hayden Andrade reported that in October they attended the National Convention and Expo in Indiana with over 72,000 other members and guests in attendance. Students held a canned food drive and were able to donate over 650 pounds of canned foods to Tracy Interfaith. With proceeds from the See's Candy fundraiser, they paid for conferences, competitions, and field days. The Delta Valley Speaking Contest was held on December 6. Tracy had 6 participate. She placed 2<sup>nd</sup> in public speaking. Eva Staas 6<sup>th</sup> in extemporaneous speaking, Katie Morelos placed 1<sup>st</sup> in job interview contest Danny Francis placed 1<sup>st</sup> and Paige Cordano placed 3<sup>rd</sup> in impromptu speaking. Four students will be moving on to the regional contest in February and they hope to go on to state finals. On January 7<sup>th</sup> and 8<sup>th</sup> students participated in the Made for Excellence Conference and another at the Advanced Leadership Academy in Sacramento. The career development events included livestock judging. They also have a meats evaluation team where they evaluate the quality and grade of different cuts of meat. On January 29<sup>th</sup> they will hold their annual dinner and live and silent action. It is \$30 per person and will be held at the Tracy Community Center. Proceeds will go back to the chapter to support their members. One of their members was elected to attend the Sacramento Leadership Experience at state capitol working with state senators and district assemblyman. They are excited for 2022 and thanked the board for their support.

Trustee Hoffert left the meeting at 7:14 p.m.

Trustee Hoffert returned to the meeting at 7:16 p.m.

## **Recognition & Presentations:**

### **9.1 McKinley Elementary School Presentation**

Principal, Shannon Bancroft, an Assistant Principal, Michelle Baptista, presented a video. Their focus this year is on student engagement in class, with peers and staff. They showed a video which included students from the kindergarten and transitional kindergarten and classes. There were also pictures of various students putting together projects and learning together. Students are learning appropriate behavior and how to be in a classroom all day.

### **9.2 Poet Christian School Presentation**

Principal, Bill Maslyar and Assistant Principal, Audrey Donovan, presented a power point showing STEM in action. Students love the hands-on design challenges. They showed pictures of students. They thanked Dean Reese and district administration for the materials and support for all of the supplies that have been delivered in bins for various activities. They showed students teams working together on math challenges. They held a Brighter Christmas food drive with a goal of 550 items and they actually received 1573 items over a 2-week period. They did a great job and students helped box it all up. The day before winter break, they had a holiday sweater spirit day for fun. They showed pictures of the students and staff in their sweaters. He also thanked Dr. Stephens for his support over the years.

## **Information & Discussion Items:**

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

**10.2 Educational Services:**

**10.2.1 Receive Report on COVID 19 Updates**

Director of Curriculum & Accountability, Dr. Zachary Boswell, presented a power point. It showed a graph for the past 90 days with the county at 87.8 cases per 100,000 and the state at 145.3 cases per 100,000. We are still running our 3 testing sites. They all have staff shortages. Wait times are long but we are thankful they are there. The community is also using it however our staff and students are a priority.

The vaccine clinic had its second round at Monte Vista Middle School on Monday. We have more clinics scheduled at Central School on February 11<sup>th</sup> and March 4<sup>th</sup> from 12:00 to 5:30 p.m. He thanked Monte Vista staff who were very accommodating. The COVID Hotline is ringing off the hook. Dr. Stephens thanked Dr. Boswell for doing a great job. The testing sites began for our staff, students and parents. We never thought we would be testing the community as well. The City of Tracy has not hosted any testing sites. TUSD can take pride in that and recognizes Dr. Boswell's efforts.

**Hearing of  
Delegations**

11. Tarek Pichon thanked the board for the opportunity to speak. He is aware of a letter sent to parents about a potential vaccine mandate coming. He encourages the board to not mandate, but understands things are not under the board's control. He feels it's better to fulfill the interest of the people than to go by the medical guidelines. He started a petition on change.org. He feels there will be a lot of unintended consequences and that it's ok to lose funding.

Samantha Naval has 4 children in TUSD. She demands removal of the mask mandate. She emailed a resolution to the board last week. She believes that this pandemic has caused damage and that mask mandates have set her son and other students back. Her son has to sit outside in the cold because of COVID. Her daughter survived an attempted suicide. She believes that mandates are keeping kids from healing and moving on and that the Trustees have the power to protect these kids and reverse the mandates.

Art Arechiga is a teacher in TUSD and is here for students and families who do not agree with the mandate of masking. He understands his job is at stake for not getting vaccinated. He is fine with losing his job. He does not agree how families are being bullied. He believes board members and pharmacies will not take responsibility. He has never heard of being vaccinated to keep a job. He says it is all unconstitutional.

Adrian Valadez is a parent of 2 students in TUSD. He understands that it's the Public Health Department that makes recommendations. He wanted to know if we have a plan or if we are going to distance learning. He understands there is a shortage of teachers and subs. His daughter has been impacted with 30 subs in this school year.

Chris Munger, TEA president commented that he and the majority of TEA membership appreciates the safety measures that TUSD has been following along with the masks, vaccines and testing. He greatly appreciates that the district is

keeping staff safe and following guidance. He also wanted to thank cabinet for making professional development meetings virtual for the rest of the month of January and will reassess in February. TEA appreciates that.

**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:** All items, except the 2 below. Abercrombie, Kaur.

**Vote:** Yes-5; No-0; Absent-2(Blanco, Souza)

**Action:** Item 13.1.7 Abercrombie, Erskine.

**Vote:** Yes-5; No-0; Absent-2(Blanco, Souza)

**Action:** Item 13.3.2 Abercrombie, Kaur.

**Vote:** Yes-5; No-0; Absent-2(Blanco, Souza)

13.1 **Administrative & Business Services:**

13.1.1 Approve Accounts Payable Warrants (October and November 2021)  
(Separate Cover Item)

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

13.1.3 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

13.1.4 Accept and Review the Status of School Connected  
Organization/Booster Club Applications Submitted for the 2021/22  
School Year

13.1.5 Approve Payroll Reports (October and November 2021)

13.1.6 Approve Revolving Cash Fund Reports (October and November 2021)

13.1.7 Authorize Associate Superintendent of Business Services to Enter into  
Agreement to Dispose of Damaged, Obsolete and Surplus Furniture,  
Computers, and Equipment through Disposal Service

13.2 **Educational Services:**

13.2.1 Approve Agreement for On-Site Training for Art Freiler School Staff  
and Hirsch Elementary School Staff for Kagan Cooperative Learning  
Day 4 Workshop on January 28, 2022

13.2.2 Approve Agreement for Contract Services between Mind Research  
Institute and Wanda Hirsch Elementary School for the 2021 - 2022  
School Year

13.2.3 Approve Master Contract (MC) for Nonpublic Agency (NPA) Speech  
Path Group (SPG) for Speech & Language Pathologists (SLP), Speech  
& Language Pathologist Assistants (SLPA), Occupational Therapists  
(OT), Special Education Teachers and an American Sign Language  
(ASL) Interpreter for the 2021-2022 School Year  
(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:**

- 14.1.1 Adopt Revised Board Policy 3310 (Second Reading, Intent to Adopt)

**Action:** Abercrombie, Kaur. **Vote:** Yes-5; No-0; Absent-2(Blanco, Souza)

- 14.1.2 Ratify the Purchase of Zonar GPS and Student Scanning Software and Hardware for all TUSD School Buses

**Action:** Abercrombie, Kaur. **Vote:** Yes-5; No-0; Absent-2(Blanco, Souza)

**14.2 Educational Services:**

- 14.2.1 Acknowledge Revisions to Administrative Regulation 6174 Education for English Learners (Second Reading)

**Action:** Abercrombie, Erskine. Approved as final.

**Vote:** Yes-5; No-0; Absent-2(Blanco, Souza)

**14.3 Human Resources:**

- 14.3.1 Approve Job Description and Salary for Secretary to the Tracy Independent Study Charter School

**Action:** Abercrombie, Kaur. **Vote:** Yes-5; No-0; Absent-2(Blanco, Souza)

- 14.3.2 Approve Revised Job Description for Director of Student Services and Curriculum

**Action:** Abercrombie, Kaur. **Vote:** Yes-4; No-1(Hoffert); Absent-2(Blanco, Souza)

**Board Reports:**

Trustee Kaur thanked everyone for their presentations. It is good to see children in action even though these are difficult times in our district. She appreciates everyone's hard work. The Sikhs of Tracy are collaborating to have a permanent testing site at the Sikh Temple. Trustee Abercrombie commented that the response for the food drives for Brighter Christmas were great this year and they were able to bless many families with food. He also recognized custodian Richard and Paolo at Williams. They made sure they took care of everything. Thank you to all volunteers. Trustee Erskine thank you for all who showed up and cabinet for their work. Happy new year to all. Over the last few years, we have dealt with unprecedented challenges. She believes we should do our due diligence and appreciates the work we have been doing. It is important for us to be student focused. Governor Newsom is proposing funds for TK-12. She also promotes early childhood programs, teacher recruitment and professional development. She also wants to do all that is possible for Special Education. She wants to go beyond standard requirements and streamline processes. She wants to get information from teachers on their experience and utilize Mr. Reese's ability to utilize test scores and improve learning. Trustee Hoffert thanked those that came out. It helps him understand how community and staff and students feel. How we can prevent spring of 2022 being like 2020. He believes that our teachers are coming to a breaking point. He believes there will be a time our teachers will be sick and tired of doing this. He believes they will leave the district. He doesn't know the solutions. We cannot allow the district to lose the teachers and staff. We will make it work if it means to put an administrator in the classroom. Trustee Alexander thanked everyone for coming out tonight in the cold and to stay mindful of the virus. Numbers are really rising. On January 17<sup>th</sup> is MLK day and there is

no school. The next school board meeting will be January 25<sup>th</sup>.

**Superintendent  
Report:**

Dr. Stephens thanked all for coming tonight and passed on further comment.

**Adjourn: 8:18**

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date



## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** January 11, 2022  
**SUBJECT:** Receive Report from Ryan Wasurick to the Board on Attending and Presenting at the NSTA Portland Regional Conference in Portland, OR on October 27-October 30, 2021

**BACKGROUND:** The National Science Teacher Association held their annual West Coast regional conference in Portland, OR October 27, 2021 through October 30, 2021. It is a major/main organization for creation, dissemination and implementation science resources and curriculum and pipeline development of teachers.

**RATIONALE:** As a 4<sup>th</sup> year physics teacher, Mr. Wasurick has been involved with the recent STEM Grant design and implementation and on the curriculum council for TUSD. Mr. Wasurick had an opportunity to share rigorous material that he has developed in collaboration with David Rakestraw PHD: physic, Senior Scientist and Program Director at Livermore Labs. While at the conference, Mr. Wasurick had the opportunity to network and to bring resources and knowledge back to TUSD while positively representing the district as a presenter on the cutting edge of STEM education. This aligns with 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 Strategic Goal #3: Apply fiscal, operational and community resources to ensure a safe learning environment that supports staff and students' goals.

**FUNDING:** Lodging, transportation meals and registration costs did not exceed \$3,000.00. The cost was paid by site funds.

**RECOMMENDATION:** Receive Report from Ryan Wasurick to the board on Attending and Presenting at the NSTA Portland Regional Conference in Portland, OR on October 27-October 30, 2021.

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



## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** January 11, 2020  
**SUBJECT:** Receive Report on STEM Implementation in TUSD

**BACKGROUND:** In October 2022, TUSD was awarded a Teacher and School Leader (TSL) grant, *AdvanceSTEM*, from the United States Department of Education (US ED) in collaboration with the Community Training and Assistance Center (CTAC). This award supports TUSD in the goal of demonstrably and sustainably increasing the academic growth of TUSD students, particularly those traditionally underrepresented in STEM learning. In addition, this award supports the effort to diversify the teacher workforce to better reflect the student population it serves, and to help transition effective teachers of color into school leadership positions. These efforts aim to increase equity of STEM learning opportunities and achievement results for all students.

In October 2018, TUSD was awarded an Education Innovation and Research (EIR) grant from the US Ed in collaboration with the CTAC. The award supports TUSD in creating *Leadership of STEM: The PreK-12 STEM Pathway*, a multi-disciplinary STEM project-based curriculum that is engineering- and computer science-centered. It ensures that every TUSD 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.

**RATIONALE:** This report updates the Board on this systemic reform to bring STEM to all TUSD students. The Board's acceptance of the award for US Ed's EIR grant, *Leadership of STEM: The PreK-12 STEM Pathway*, for the 2018-2023 school years and the US Ed's TSL grant, *Advance STEM*, for the 2021-2024 school years necessitates periodic updates.

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 careers; 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 Goal 3: Apply fiscal, operational and community resources to ensure a safe learning environment that supports staff and student goals.

**FUNDING:** No funds are required for this report.

**RECOMMENDATION:** Receive Report on STEM Implementation in TUSD.

**Prepared by:** Dean Reese, Director of STEM Curriculum and Local Assessment.



## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** January 13, 2020  
**SUBJECT:** Receive Report on Latino Literacy Program

**BACKGROUND:** The Latino Family Literacy Project™ provides proven, cost-effective parent involvement programs and training to provide meaningful programs for parents of English Learners. Our award-winning program currently has trained providers in more than 30 states throughout the United States. The program training introduces trainers to a language acquisition method and a step-by-step reading and literacy instruction process. It involves family reading for parent involvement, reading comprehension, vocabulary development, and English language development for parents and their children. The programs support the skills of both parents and students and offers fully bilingual materials.

Each of the age specific programs engages the parents in reading with their children, reflects the experiences of Latino families, and is centered around universal themes.

Each program has a built-in evaluation process to measure the success of what the parents learned in class and includes at home skill-based activities for parents and children that support the state standards for each specific age group.

In the analysis of the evaluations for the Latino Literacy Family Stories Program, respondents said that due to this program, the parents in the program accomplished the following:

- 99% Read more often and established a reading routine with their children
- 96% Enhanced their own literacy and English-language vocabulary skills
- 96% Observed their children's reading skills and development.

**RATIONALE:** The approved Expanded Learning and Opportunities Grant describes the purpose of the grant and allowable expenditures. On May 5, 2021 the plan was approved and reflected the Latino Literacy Project to engage parents in early literacy workshops to address student learning loss, as a result of Covid-19 impacts. The December 14, 2021 approved expenditure will allow for school sites to implement a Parent and Family Engagement Program, providing parents early literacy workshops and materials to develop literacy in partnership with school communities.

Latino Literacy Program Description:

The preschool program (*I am READY/ ¡LISTO!*) uses age-appropriate books for preschool age kids. Parents learn to read with their children, pose questions and teach school readiness skills to their children. Together parents and kids learn English and Spanish vocabulary. We've developed parent handouts based on Preschool Standards to make reading and vocabulary fun for both parent and preschooler.

The Elementary school program is our family reading program (*Family Stories / Cuentos Familiares*) and can be used to read with the entire family. It uses books that are appropriate for reading levels grades 1-4 – depending on the literacy levels of the student. It teaches parents the importance of establishing a family reading routine with their children, how to share the book and it helps both parents and school age children learn English vocabulary, together as a family.

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 careers; and District Strategic Goal #3: Apply fiscal, operational and community resources to ensure a safe learning environment that supports staff and student goals.

**FUNDING:** N/A.

**RECOMMENDATION:** Receive Report on Latino Literacy Program.

**Prepared by:** Julianna Stocking, Associate Superintendent of Educational Services



## **BUSINESS SERVICES MEMORANDUM**

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Rob Pecot, Assoc Supt of Business Services  
**DATE:** January 13, 2022  
**SUBJECT:** Approve Accounts Payable Warrants (December 2021)

**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 2021).

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





## BUSINESS SERVICES MEMORANDUM

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Rob Pecot, Associate Superintendent of Business Services  
**DATE:** January 6, 2021  
**SUBJECT:** Approve Entertainment, Assembly, Service, Business and Food Vendors

**BACKGROUND:** To be valid or to constitute an enforceable obligation against the district, education code 17604 requires all contracts must be approved and/or ratified by the board of trustees. This requirement is met in several different ways, depending on the value of the requisition, the types of services or materials being procured, and the advance notice staff has in procuring the services or materials.

**RATIONALE:** School site assemblies, services, business and food vendors require pre-approval to ensure three different documents are in place: an approved contract when applicable; a certificate of insurance; an endorsement letter naming the district an additional insured. In addition, all vendors are reviewed to ensure the content is appropriate for student audiences, and that conflicts do not occur with other school site or district events.

Vendor Name	Insurance Expiration
Tracy Quickly, Reu Pangaliman - 209.914.7966; <a href="mailto:tracyquickly@gmail.com">tracyquickly@gmail.com</a> Food catering. No food sales until 30 minutes after school. CONTRACT REQUIRED PRIOR TO OCCURRENCE.	05/01/22

To that end, the attached list of vendors have met all of the criteria to provide assemblies at TUSD sites, and their presentation has been deemed appropriate for TUSD students.

This list will be updated as needed and presented to the board for approval.

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

**RECOMMENDATIONS:** Approve Entertainment, Assembly, Service, Business and Food Vendors.

**PREPARED BY:** Michelle Sterritt, Facility Use Coordinator.

# Entertainment/Assemblies/Food Approved Vendors Insurance List

**VENDORS ARE NOT ALLOWED ON CAMPUS DURING REGULAR SCHOOL HOURS!**

**VENDORS PAID WITH TITLE 1 FUNDS REQUIRES BOARD AGENDA THROUGH ED SERVICES MOU PROCESS!**

**Vendor names are listed by the insured name of the vendor and not the program name** ↓ This  
**list of Approved Vendors confirms verification of insurance coverage only!↓**  
**Board Approval based on insurance remaining current!**

**SMOKING, TOBACCO PRODUCTS, ALCOHOL, DRUGS, FIREARMS OR EXPLOSIVES ARE PROHIBITED ON ANY SCHOOL DISTRICT PROPERTY.** Vendors must be aware of the location of emergency exits at all times. Vendors are prohibited from applying pesticides, chemicals, or cleaning products to district facilities or grounds. **FLAMES ARE PROHIBITED**  
**INDOORS ON DISTRICT PROPERTY - SEE SPECIFICS IN FOOD VENDOR BELOW!**

Per BP 5145.14 -Taking pictures of school pupils and buildings for commercial purposes is normally prohibited.  
Any exception requires an application in writing and the approval of the Superintendent or Superintendent's designee.  
Most DJ's have photo booths and own the pictures.  
The photos can be placed on their website or social media which is a violation of policy.

## ↓REQUESTING VENDOR FOR BOARD APPROVAL↓

Vendor Name		Insurance Expiration
Tracy Quickly, Reu Pangaliman - 209.914.7966; tracyquickly@gmail.com No food sales until 30 minutes after school. CONTRACT REQUIRED PRIOR TO OCCURRENCE.		5/1/2022
Board Approved	Approved Vendor Name	Insurance Expiration
12/14/2021	Plush Groove Entertainment, LLC - DJ, Percy Scott (707) 208-2401; peedotscott@gmail.com CONTRACT REQUIRED PRIOR TO ACTIVITY OCCURENCE	12/20/2022
2/11/14	<b>World of Wonders Science Museum (WOW)</b> , Teaches various science topics. Beth Fox - 368-0969, beth@wowsciencemuseum.org, www.sciencemuseum.org. CONTRACT REQUIRED PRIOR TO OCCURRENCE.	12/1/2021
3/13/18	<b>Jostens</b> - Pat Cummings handles jewelry, diplomas, announcements, Regalia. 916-667-8702, pat.cummings@jostens.com. www.Jostens.com. CONTRACT REQUIRED PRIOR TO OCCURRENCE.	12/21/2021
5/25/21	<b>Games Straight 2U</b> - Gaming trailer full of gaming consoles-Ps5, PS4, Xbox one, Nintendo switch and over 350 games. Mike Razniak or Sylvia - gamesstriaght2u@gmail.com, (408) 807-8868. CONTRACT REQUIRED PRIOR TO ACTIVITY OCCURENCE	5/4/2022
1/25/11	<b>Kaiser Permanente</b> - Dean Starnes, dean.starnes@kp.org, 510-987-2223, www.Kp.org/etp/ncal, for programs "Community Troupe", "The Best Me", "Nightmare on Puberty ST." and "Secrets". Contact Aldo I Chazaro Aldo.I.Chazaro@kp.org, 510-302-4126- Educational Theatre offer free anti-bullying program, Peace Signs. CONTRACT REQUIRED PRIOR TO OCCURRENCE.	1/1/2022

# Entertainment/Assemblies/Food Approved Vendors Insurance List

<b>Vendor names are listed by the insured name of the vendor and not the program name</b> <b>list of Approved Vendors confirms verification of insurance coverage only!↓</b> <b>Board Approval based on insurance remaining current!</b>			↓ This
3/23/21	<b>Plan-It Interactive, Inc.</b> - Drive-In Movie screen, FM broadcast, sound, popcorn & lighting. Skip Smith - (707) 752-6010, skip@interactivegame.com, www.interactivegame.com CONTRACT REQUIRED PRIOR TO OCCURENCE		1/15/2022
10/11/11	<b>Main Street Music</b> - Ken & Diana Cefalo, kencefalo@yahoo.co, dcefalo@sbcglobal.net, CONTRACT REQUIRED PRIOR TO OCCURRENCE.		1/17/2022
8/9/16	<b>Photo 360</b> - Sport Team photographer. Andy Fuller - 925-933-9329, photo360sports@yahoo.com, www.photo360sports.com. See BP 5145.14. CONTRACT REQUIRED PRIOR TO OCCURRENCE.		4/9/2022
3/12/13	<b>Entourage Events SF</b> - DJ & lighting Services and Photo Booth, Derek Mizuno, 510-921- 4373, booking@entourageeventssf.com. Find them on Yelp & Facebook. Parental permission for pictures of students. CONTRACT REQUIRED PRIOR TO OCCURRENCE		4/16/2022
10/11/11	<b>Rumors Productions Company</b> - Karaoke, DJ, children parties, live sound & music, live band, line dancing lessons & game show night. Contact Jenna Teyshak or Jon Tyner - 640- 8000, jenna@rpedj.com, www.rpedj.com. No pictures of students without parental permission. CONTRACT REQUIRED PRIOR TO OCCURRENCE.		4/29/2022
5/25/21	<b>Events To The T</b> - event planning and consulting company. Toby Proescher, toby@lavishevents.com, 925-525-8629. www.sfproms.com. <b>EVENTS TO THE T CONTRACT NOT VALID. MUST USE DISTRICT CONTRACT</b> <b>SERVICES AGREEMENT PRIOR TO OCCURENCE</b>		5/4/2022
11/8/16	<b>Lifetouch National School Studios</b> - Student photos and photo booths through Lifetouch only. Paul Castor, Cell: 408.499.0524, pcastor@lifetouch.com. Does not include DJ services. CONTRACT REQUIRED PRIOR TO OCCURRENCE.		6/30/2022
4/23/13	<b>SJ County Child Abuse Prevention Council</b> - "Parent Cafe" - program awareness for protection and safety of our children. Contact Lindy Turner-Hardin or Angela Magee -464- 4524, lturner@nochildabuse.org or amagee@nochildabuse.org. "Pinwheels for Prevention" - program awareness for public and computer safety. Contact Amrit Pawar - 851-3468, apawar@nochildabuse.org. Website: www.nochildabuse.org		7/1/2022
3/8/11	<b>Dr. Andrew Trosien, DDS.</b> Oral Hygiene Instructions. Call Megan or Julie at 833-1240		7/1/2022
4/11/17	<b>Pediatric Dentistry/Orthodontics - Dr. Solomon.</b> (925)447-1377. majrod@icloud.com, www.livermorekidsdentist.com		7/1/2022
3/12/19	<b>Herff Jones</b> - Yearbooks, caps, gowns, class rings, graduation announcements, diplomas. Joan Selna Rep - (209) 607-2118, jselna@herffjones.com. MUST USE CONTRACT PRIOR TO OCCURRENCE.		7/30/2022

# Entertainment/Assemblies/Food Approved Vendors Insurance List

<b>Vendor names are listed by the insured name of the vendor and not the program name</b> <b>list of Approved Vendors confirms verification of insurance coverage only!↓</b> <b>Board Approval based on insurance remaining current!</b>			↓This
2/13/18	<b>Shoob Photography</b> - School photos, Alex Shoob, 567-0768, alex@shoobphoto.com, projects@shoobphoto.com, www.shoobphoto.com. No pictures of students without parental permission slip.		8/9/2022
9/25/18	<b>The Echo Hero Show</b> - topics enforced through songs can include not littering, recycling, food waste, saving water, energy efficiency and using reusable items. Brett Edwards, (888) 482-3885, echoheroshow@gmail.com. No website. CONTRACT REQUIRED PRIOR TO OCCURRENCE.		10/1/2022
5/8/12	<b>Dairy Council of CA Mobile Dairy Classroom</b> , Leona Bettencourt, 916-263-3560 x413, ibettencourt@dairycouncilofca.org. www.dairycouncilofca.org. <b>Must follow Animal Policy Guidelines AR 6163.1.</b> CERTIFICATED EMPLOYEE MUST SUPERVISE ACTIVITY AT ALL TIMES!	Insurance not required if supervised by certificated employee	
12/10/13	<b>SJ Vector Control</b> - Aaron Devencenzi - 982-4675, adevencenzi@sjmosquito.org. Field trip in your classroom. Mosquito and tick presentation. CERTIFICATED EMPLOYEE MUST SUPERVISE ACTIVITY AT ALL TIMES!	Insurance not required if supervised by certificated employee	
2/15/17	<b>Tracy Public Library</b> - Literacy Parent Education. Stella Beratlis, 937-8221, stella.beratlis@stocktonca.gov. CERTIFICATED EMPLOYEE MUST SUPERVISE ACTIVITY AT ALL TIMES!	Insurance not required if supervised by certificated employee	
1/28/20	<b>Haggin Museum</b> - Free Museum2School Programs - Alexandra Kowalski (209) 940-6332, akowalski@hagginmuseum.org, www.hagginmuseum.org CERTIFICATED EMPLOYEE MUST SUPERVISE ACTIVITY AT ALL TIMES!	Insurance not required if supervised by certificated employee	
10/9/07	<b>Sandia Labs</b> Joel Lipkan - jlipkin@comcast.net. CERTIFICATED EMPLOYEE MUST SUPERVISE ACTIVITY AT ALL TIMES!	Insurance not required if supervised by certificated employee	
↓APPROVED FOOD VENDORS↓			<b>SORTED BY</b>
<b>INSURED NAME AND EXPIRATION DATE</b>			
<b>VENDOR AUTOMOBILE'S ARE NOT ALLOWED TO DRIVE AND PARK ON CAMPUS.</b> <b>ALL VEHICLES MUST PARK IN DESIGNATED PARKING PLACES</b>			
↓This list of Approved Food Vendors is for insurance verification only. It does not supersede the approval required for food sales through food services or replace the standard facility use process↓ No food sales until 30 minutes after school.			
12/8/09	<b>Texas Roadhouse</b> - Ed Ferro, (209) 607-5788, tm_catering@tmrasteak.com or TXRH_Cater@TexasRoadhouse.com. Restaurant direct: 830-1133. No food sales until 30 minutes after school. CONTRACT REQUIRED PRIOR TO OCCURRENCE.		1/1/2022
3/11/2014	<b>Taqueria La Mexicana</b> - Mobile Truck Catering for restaurant on 11th street only. Letty 610-1871, letty25045@hotmail.com. Angelica Melendez 855-1934. No food sales until 30 minutes after school. CONTRACT REQUIRED PRIOR TO OCCURRENCE.		3/21/2022

# Entertainment/Assemblies/Food Approved Vendors Insurance List

Vendor names are listed by the insured name of the vendor and not the program name list of Approved Vendors confirms verification of insurance coverage only!↓ Board Approval based on insurance remaining current!		↓ This
11/12/12	<b>Menchie's Frozen Yogurt</b> , Adele Boch, 612-5285, adelebloch@yahoo.com, www.menchies.com. No food sales until 30 minutes after school. CONTRACT REQUIRED PRIOR TO OCCURRENCE.	6/6/2022
8/11/2015	<b>Kona Ice of Tracy</b> - Shaved Ice drinks. Lisa Duncan, (209) 597-8760, dduncan@kona-ice.com, www.kona-ice.com. No food sales until 30 minutes after school. Vehicles must be parked in designated parking place only. CONTRACT REQUIRED PRIOR TO OCCURRENCE.	7/22/2022
5/9/2017	<b>Black Bear Diner</b> - Catering. Tracy@blackbeardiner.com, NestorValdez (209) 835-5600 or (209) 814-0902. No food sales until 30 minutes after school. Vehicles must be parked in designated parking place only. CONTRACT REQUIRED PRIOR TO OCCURRENCE.	8/19/2022
9/27/2016	<b>Meva's Tacos &amp; More</b> - Contact Eva Ybarra - 244-3307 or mevastacos@gmail.com. No food sales until 30 minutes after school. CONTRACT REQUIRED PRIOR TO OCCURRENCE.	8/30/2022
*Section 308.3 Open Flame. A person shall not utilize or allow to be utilized, an open flame in connection with a public meeting or gathering for purposes of deliberation, worship, entertainment, amusement, instruction, education, recreation, awaiting transportation or similar purpose in Group A or E occupancies in accordance with Appendix Chapter 1, Section 105.6.		
<b>OUTDOORS BBQ RULES</b> - Make sure barbeques are 10 feet away from any building or structure. Place drip pans or tarps under barbeques to avoid spillage on pavement. Do not dump grease, oil, briquettes or barbeques anywhere on TUSD property or in garbage cans or dumpster. If spill occurs, you must provide an oil absorbent and clean properly.		
Remind your staff that candles, incense, cigarettes, or any item with an open flame are not permitted anywhere on school property. Per the Tracy Fire Inspector, failure to comply with this requirement can result in personal and/or District fines ranging from \$250-1,000.		



## BUSINESS SERVICES MEMORANDUM

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Rob Pecot, Assoc Supt of Business Services  
**DATE:** December 10, 2021  
**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 Robin Lopez of Taylor Farms Pacific for the amount of \$1,000.00 (credit transaction). This donation will be used towards new uniforms for Kimball High School's girls soccer teams.
2. Tracy Unified School District/Kimball High School: From Build Group Inc. for the amount of \$2,000.00 (ck. #74706). This donation will be used towards the purchase of new uniforms for Kimball High School's girls soccer teams.
3. Tracy Unified School District/Kimball High School: From the Rotary Club of Tracy Sunrise Inc. for the amount of \$6,091.46 (ck #2380). This donation will be used towards Kimball High School's football teams.
4. Tracy Unified School District/Kimball High School: From the Rotary Club of Tracy Sunrise Inc. for the amount of \$600.00 (ck. #2381). This donation will be used for Kimball High School's Interact Club.
5. Tracy Unified School District/Kimball High School: From Karen Francisco for the amount of \$700.00 (credit transaction). This donation will be used towards new uniforms for Kimball High School's girls soccer teams.

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

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

**RECOMMENDATION:** Accept the Generous Donations from the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein with Thanks and Appreciation from the Staff and Students of the Tracy Unified School District.

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



## **BUSINESS SERVICES MEMORANDUM**

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Rob Pecot, Assoc Supt of Business Services  
**DATE:** January 13, 2022  
**SUBJECT:** Approve Payroll Reports (December 2021)

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

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

**FUNDING:** N/A.

**RECOMMENDATION:** Approve Payroll Reports (December 2021).

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



Pay Date 12/10/2021

Fund 01

## LABOR DISTRIBUTION FOR EMPLOYEES SUMMARY

Fund	01	SACS Object	Amount	
		1100	451,738.53	Teachers' Salaries
		1200	677.97	Cert Pupil Support Salaries
		1300	280.00	
		1900	144,291.34	Other Certificated Salaries
		2100	201,712.83	Instructional Aides' Salaries
		2200	131,824.06	Classified Support Salaries
		2400	20,993.14	Clerical & Office Salaries
		2900	5,754.59	Other Classified Salaries
		<b>Total Labor</b>	<b>957,272.46</b>	
Fund	01	SACS Object	Amount	
		3101	79,629.23	STRS On 1000 Salaries
		3201	1,025.63	PERS On 1000 Salaries
		3202	7,722.38	PERS On 2000 Salaries
		3301	10,977.20	
		3302	20,738.40	
		3501	2,984.94	State Unemploy On 1000 Salary
		3502	1,801.44	State Unemploy On 2000 Salary
		3601	10,225.22	Worker'S Comp Ins On 1000 Sal
		3602	6,171.06	Worker'S Comp Ins On 2000 Sal
		<b>Total Contributions</b>	<b>141,275.50</b>	
Fund	09	SACS Object	Amount	
		2400	2,450.94	Clerical & Office Salaries
		<b>Total Labor</b>	<b>2,450.94</b>	
Fund	09	SACS Object	Amount	
		3202	117.45	PERS On 2000 Salaries
		3302	122.91	
		3502	12.26	State Unemploy On 2000 Salary
		3602	41.98	Worker'S Comp Ins On 2000 Sal
		<b>Total Contributions</b>	<b>294.60</b>	
Fund	11	SACS Object	Amount	
		1100	15,987.29	Teachers' Salaries
		1200	677.97	Cert Pupil Support Salaries
		2100	1,030.26	Instructional Aides' Salaries
		<b>Total Labor</b>	<b>17,695.52</b>	
Fund	11	SACS Object	Amount	
		3101	2,170.95	STRS On 1000 Salaries
		3202	236.04	PERS On 2000 Salaries
		3301	241.64	
		3302	78.82	
		3501	83.33	State Unemploy On 1000 Salary
		3502	5.15	State Unemploy On 2000 Salary
		3601	285.45	Worker'S Comp Ins On 1000 Sal
		3602	17.65	Worker'S Comp Ins On 2000 Sal
		<b>Total Contributions</b>	<b>3,119.03</b>	

Fund 12	<b>SACS Object</b>	<b>Amount</b>	
	1100	150.50	Teachers' Salaries
	2100	1,679.26	Instructional Aides' Salaries
	<b>Total Labor</b>	<b>1,829.76</b>	

Fund 12	<b>SACS Object</b>	<b>Amount</b>	
	3202	36.31	PERS On 2000 Salaries
	3301	3.76	
	3302	68.52	
	3501	0.76	State Unemploy On 1000 Salary
	3502	8.40	State Unemploy On 2000 Salary
	3601	2.58	Worker'S Comp Ins On 1000 Sal
	3602	28.76	Worker'S Comp Ins On 2000 Sal
	<b>Total Contributions</b>	<b>149.09</b>	

Fund 13	<b>SACS Object</b>	<b>Amount</b>	
	2200	17,468.57	Classified Support Salaries
	<b>Total Labor</b>	<b>17,468.57</b>	

Fund 13	<b>SACS Object</b>	<b>Amount</b>	
	3202	1,503.77	PERS On 2000 Salaries
	3302	976.99	
	3502	87.36	State Unemploy On 2000 Salary
	3602	299.25	Worker'S Comp Ins On 2000 Sal
	<b>Total Contributions</b>	<b>2,867.37</b>	

ESCAPE	ONLINE
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Pay Date 12/29/2021

Fund 01

## LABOR DISTRIBUTION FOR EMPLOYEES SUMMARY

Fund 01	SACS Object	Amount	
	1100	5,027,462.51	Teachers' Salaries
	1200	494,146.42	Cert Pupil Support Salaries
	1300	555,185.37	Cert Suprvsrs' & Admins' Sal
	1900	118,122.38	Other Certificated Salaries
	2100	436,029.47	Instructional Aides' Salaries
	2200	893,125.66	Classified Support Salaries
	2300	208,230.74	Class Suprvsrs' & Admins' Sal
	2400	526,039.95	Clerical & Office Salaries
	2900	42,118.88	Other Classified Salaries
	<b>Total Labor</b>	<b>8,300,461.38</b>	
Fund 01	SACS Object	Amount	
	3101	1,024,533.66	STRS On 1000 Salaries
	3102	8,996.43	STRS On 2000 Salaries
	3201	32,298.29	PERS On 1000 Salaries
	3202	454,333.58	PERS On 2000 Salaries
	3301	91,106.07	
	3302	147,170.14	
	3401	629,789.05	
	3402	285,060.14	
	3501	30,974.53	State Unemploy On 1000 Salary
	3502	10,516.71	State Unemploy On 2000 Salary
	3601	106,106.12	Worker'S Comp Ins On 1000 Sal
	3602	36,063.90	Worker'S Comp Ins On 2000 Sal
	3701	82,338.37	
	3702	39,053.18	
	<b>Total Contributions</b>	<b>2,978,340.17</b>	
Fund 09	SACS Object	Amount	
	1100	71,428.04	Teachers' Salaries
	1200	924.46	Cert Pupil Support Salaries
	1300	4,222.63	Cert Suprvsrs' & Admins' Sal
	2400	5,934.21	Clerical & Office Salaries
	<b>Total Labor</b>	<b>82,509.34</b>	
Fund 09	SACS Object	Amount	
	3101	12,956.54	STRS On 1000 Salaries
	3202	1,359.53	PERS On 2000 Salaries
	3301	1,039.65	
	3302	454.23	
	3401	7,274.42	
	3402	627.48	
	3501	382.87	State Unemploy On 1000 Salary
	3502	29.68	State Unemploy On 2000 Salary
	3601	1,311.57	Worker'S Comp Ins On 1000 Sal
	3602	101.65	Worker'S Comp Ins On 2000 Sal
	<b>Total Contributions</b>	<b>25,537.62</b>	

Fund 11	SACS Object	Amount	
	1100	11,599.20	Teachers' Salaries
	1200	8,679.59	Cert Pupil Support Salaries
	1300	11,520.83	Cert Suprvrs' & Admins' Sal
	2100	5,763.63	Instructional Aides' Salaries
	2400	9,517.07	Clerical & Office Salaries
	Total Labor	47,080.32	
Fund 11	SACS Object	Amount	
	3101	5,380.50	STRS On 1000 Salaries
	3202	3,500.84	PERS On 2000 Salaries
	3301	429.62	
	3302	1,113.29	
	3401	2,139.66	
	3402	2,463.66	
	3501	158.99	State Unemploy On 1000 Salary
	3502	76.44	State Unemploy On 2000 Salary
	3601	544.67	Worker'S Comp Ins On 1000 Sal
	3602	261.72	Worker'S Comp Ins On 2000 Sal
	Total Contributions	16,069.39	
Fund 12	SACS Object	Amount	
	1300	2,214.79	Cert Suprvrs' & Admins' Sal
	2100	13,743.81	Instructional Aides' Salaries
	2300	1,884.26	Class Suprvrs' & Admins' Sal
	2400	4,515.78	Clerical & Office Salaries
	Total Labor	22,358.64	
Fund 12	SACS Object	Amount	
	3101	374.74	STRS On 1000 Salaries
	3102	452.39	STRS On 2000 Salaries
	3202	2,835.30	PERS On 2000 Salaries
	3301	28.96	
	3302	1,148.60	
	3401	196.08	
	3402	1,481.27	
	3501	11.07	State Unemploy On 1000 Salary
	3502	100.70	State Unemploy On 2000 Salary
	3601	37.93	Worker'S Comp Ins On 1000 Sal
	3602	345.02	Worker'S Comp Ins On 2000 Sal
	Total Contributions	7,012.06	
Fund 13	SACS Object	Amount	
	2200	131,123.23	Classified Support Salaries
	2300	38,520.72	Class Suprvrs' & Admins' Sal
	2400	18,359.72	Clerical & Office Salaries
	Total Labor	188,003.67	
Fund 13	SACS Object	Amount	
	3202	34,848.85	PERS On 2000 Salaries
	3302	12,340.51	
	3402	16,319.92	
	3502	940.00	State Unemploy On 2000 Salary
	3602	3,220.13	Worker'S Comp Ins On 2000 Sal
	Total Contributions	67,669.41	



## **BUSINESS SERVICES MEMORANDUM**

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Rob Pecot, Assoc Supt of Business Services  
**DATE:** January 13, 2022  
**SUBJECT:** Approve Revolving Cash Fund Reports (December 2021)

**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 2021).

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

01/03/22

**TUSD**  
**REVOLVING CASH FUND**  
 December 2021

Date	Num	Name	Memo	Paid Amount
12/07/2021	9769	SHERRI ALVARO	TIMESHEET - 12/10/2021 PAYROLL	
			01-6500-0-5770-1110-2107-806-2542	-118.86
TOTAL				-118.86
12/13/2021	9770	Merrill F West HS FFA	PO22-01775 Poinsettias	
			01-0000-0-0000-7150-4300-810-1001	-420.00
TOTAL				-420.00
12/13/2021	9771	Taqueria Las Comadres	PO22-01748 67 lunches JES	
			01-0000-0-1110-1000-4300-250-2323	-800.00
TOTAL				-800.00
12/13/2021	9772	Taqueria La Mexicana	PO22-01752 CES lunch	
			01-0000-0-1110-1000-4300-130-2323	-649.50
TOTAL				-649.50



## **BUSINESS SERVICES MEMORANDUM**

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Rob Pecot, Assoc Supt of Business Services  
**DATE:** January 25, 2022  
**SUBJECT:** **Authorize Associate Superintendent of Business Services to Enter into Agreement to Dispose of Damaged, Obsolete and Surplus Furniture, Computers, and Equipment through Disposal Service**

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

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

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

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

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

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

Or

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

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

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

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

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

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

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

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

**FUNDING:** There is a no cost to the district to contract with vendor to remove all e-waste.

**RECOMMENDATION:** Authorize Associate Superintendent of Business Services to Enter into Agreement to Dispose of Damaged, Obsolete and Surplus Furniture, Computers, and Equipment through Disposal Service.

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



E-WASTE INVENTORY January 25, 2022

ITEM	ESTIMATED QUANTITY
Monitors (HP KVM w/keyboard)	5
Computers	3
Servers	17
Switches (Technology)	316
Cisco Video Telepresenters	1
HP Tape Library	2



## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** January 11, 2022  
**SUBJECT:** Receive Update on Quarterly Williams Uniform Complaint Report for the Quarter ending January 15, 2022

**BACKGROUND:** Pursuant to the Williams Settlement and California *Education Code* Section 35186, every school must provide 1) sufficient textbooks and instructional materials, 2) school facilities that are clean, safe, and maintained in good repair, and 3) a properly credentialed teacher for every classroom. Education Code, EC 35186(d), requires that school districts shall report summarized data on the nature and resolution of all Williams Uniform Complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records. There were no complaints filed under the Williams settlements during the October 15, 2021 – January 15, 2022 reporting period.

**RATIONALE:** The quarterly report for the period of October 15, 2021 through January 15, 2022 has been submitted to the San Joaquin County Office of Education and must be reported to the local school board. The report summarizes the complaints received through the Williams Uniform Complaint process as well as the resolution of each of those complaints. This report supports Strategic District Goal #1: Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or career goals and Strategic District Goal #3: Apply fiscal, operational and community resources to ensure a safe learning environment that supports staff and student goals.

**FUNDING:** No cost.

**RECOMMENDATION:** Receive Update on Quarterly Williams Uniform Complaint Report for the Quarter ending January 15, 2022.

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

**San Joaquin County Office of Education**  
**Valenzuela/CAHSEE Lawsuit Settlement**  
**Quarterly Report on *Williams* Uniform Complaints**  
[Education Code § 35186(d)]

District: Tracy Unified School District

Person completing this form: Tania Salinas Title: Continuous Improvement State & Federal Programs

Quarterly Report Submission Date: ☒ January 15, 2022  
(check one) ☐ April 15, 2022  
☐ July 15, 2022  
☐ October 15, 2022

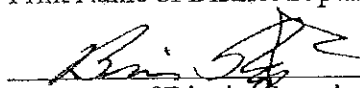
Date for information to be reported publicly at governing board meeting: January 25, 2022

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignment	0	0	0
Facilities Conditions	0	0	0
TOTALS	0	0	0

Dr. Brian Stephens  
Print Name of District Superintendent

  
Signature of District Superintendent

1/5/22  
Date



## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** January 12, 2022  
**SUBJECT:** Approve Overnight Travel for 3 Advisors and 12 Students of West High FFA to Attend the State FFA Leadership Conference in Sacramento, Ca. on March 25-29, 2022

**BACKGROUND:** The West High School FFA program consisting of twelve students and three Advisors, will travel to Sacramento, CA, for the State FFA conference. They will leave traveling in district vans stopping for lunch on the way to Sacramento and attend the conference all day and late into the night. Students are required to attend all events as they represent the chapter and serve as voting delegates.

**RATIONALE:** The State FFA conference will offer students leadership training, workshops and time to network with other students from around the country. Chaperones will accompany students to all events, and they will all stay at the Embassy Suites by Hilton, 100 Capitol Mall, Sacramento, Ca. 95814. Students will have time set aside to complete any homework assigned. Staff chaperoning this event are Jordan Dajani, Abigail Ferrell and Taylor Myers, all Ag. Science teachers at West High School. This aligns with Strategic Goal #1 Prepare all students to be well rounded individuals with the knowledge and skills to pursue their college and/or career goals.

**FUNDING:** Lodging, transportation, and substitute costs will total approximately \$5,500. The Agriculture Incentive Grant will pay for meals for staff attending, hotel and transportation for students and staff. The CTE Perkins grant will assume some of the cost as well as the FFA ASB account.

**RECOMMENDATION:** Approve Overnight Travel for 3 Advisors and 12 Students of West High FFA to Attend the State FFA Leadership Conference in Sacramento, Ca. on March 25-29, 2022.

**PREPARED BY:** Ms. Annabelle Lee, West High School Principal.



## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** January 13, 2021  
**SUBJECT:** Approve all Tracy Unified School District School Accountability Report Cards (SARCs) for the 2020-21 school year

**BACKGROUND:** Since November 1988, state law has required that schools receiving state funding to prepare and distribute a SARC. A similar requirement is also contained in the federal Elementary and Secondary Education Act (ESEA). Although there is great variation in the design of School Accountability Report Cards, they generally begin with a profile that provides background information about the school and its students. The profile usually summarizes the school's mission, goals, and accomplishments. State law requires that the SARC contain all the following: Demographic data, school safety, climate for learning information, academic data, school completion rates, class sizes, teacher and staff information, curriculum and instruction descriptions, postsecondary preparation information, fiscal and expenditure data. CDE has yet to release the data files for this year so our SARC's will only have the data and text provided by our district. CDE anticipates teacher data tables (i.e., Table 6-Teacher Preparation and Placement, Table 7-Teachers Without Credentials and Misassignments, Table 8-Credentialed Teachers Assigned Out-of-Field, and Table 9-Class Assignments) will be uploaded electronically after the February 1 posting due date. SJCOE has instructed TUSD to post the Board approved 2020-21 SARCs by the February 1 due date without the four teacher data tables populated. A second Board review/approval of the Teacher data tables once populated will not be required.

**RATIONALE:** The purpose of the School Accountability Report Card is to provide parents and the community with important information about each school. A School Accountability Report Card can be an effective way for a school to report on its progress in achieving goals. The public may also use a School Accountability Report Card to evaluate and compare schools on a variety of indicators. School Accountability Report Cards must be updated annually and published by February 1. SARCS are posted on school websites, CDE and a hard copy can be requested at school sites. This meets Tracy Unified School District goal #3. Goal 3: Apply fiscal, operational and community resources to ensure a safe learning environment that supports staff and students.

**FUNDING:** No cost.

**RECOMMENDATION:** Approve all Tracy Unified School District School Accountability Report Cards (SARCs) for the 2020-21 school year.

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



## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** January 13, 2021  
**SUBJECT:** Approve Tracy Independent Study Charter School (SARC) School Accountability Report Card for the 2020-21 school year

**BACKGROUND:** Since November 1988, state law has required that schools receiving state funding to prepare and distribute a SARC. A similar requirement is also contained in the federal Elementary and Secondary Education Act (ESEA). Although there is great variation in the design of School Accountability Report Cards, they generally begin with a profile that provides background information about the school and its students. The profile usually summarizes the school's mission, goals, and accomplishments. State law requires that the SARC contain all the following: Demographic data, school safety, climate for learning information, academic data, school completion rates, class sizes, teacher and staff information, curriculum and instruction descriptions, postsecondary preparation information, fiscal and expenditure data. CDE has yet to release the data files for this year so our SARC will only have the data and text provided by Tracy Independent Study Charter School. CDE anticipates teacher data tables (i.e., Table 6-Teacher Preparation and Placement, Table 7-Teachers Without Credentials and Misassignments, Table 8-Credentialed Teachers Assigned Out-of-Field, and Table 9-Class Assignments) will be uploaded electronically after the February 1 posting due date. SJCOE has instructed TUSD to post the Board approved 2020-21 SARC by the February 1 due date without the four teacher data tables populated. A second Board review/approval of the Teacher data tables once populated will not be required.

**RATIONALE:** The purpose of the School Accountability Report Card is to provide parents and the community with important information about each school. A SARC can be an effective way for a school to report on its progress in achieving goals. The public may also use a SARC to evaluate and compare schools on a variety of indicators. School Accountability Report Cards must be updated annually and published by February 1. SARCS are posted on school websites, CDE and a hard copy can be requested at school sites. This meets Tracy Unified School District goal #3. Goal 3: Apply fiscal, operational and community resources to ensure a safe learning environment that supports staff and students.

**FUNDING:** No cost.

**RECOMMENDATION:** Approve Tracy Independent Study Charter School (SARC) School Accountability Report Card for the 2020-21 school year.

**Prepared by:** Dr. Zachary Boswell, Director of Curriculum and Accountability and Principal of Tracy Independent Study Charter School



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Tammy Jalique, Associate Superintendent of Human Resources  
**DATE:** January 12, 2022  
**SUBJECT:** Approve 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>
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**BACKGROUND:**

**CERTIFICATED RESIGNATION**

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
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Coker, Deborah Prof. Learning and Curriculum TOSA	DEC	1/2/2022	To Accept STEM Learning Accelerator Coordinator
Donovan, Audrey 8 <sup>th</sup> grade	Freiler	12/17/2021	To Accept Assistant Principal at Poet
Gonzales, Tiffany Behavior Curriculum Specialist	DEC	1/2/2022	To Accept Special Ed. Program Specialist
Hawkins-Peralta Special Ed. RSP	TICS	1/2/2022	To Accept Program Specialist Position
Lopez, Mayra Spanish	WHS	5/27/2022	Personal



**BACKGROUND:****CERTIFICATED RETIREMENTS**NAME/TITLESITEEFFECTIVE  
DATEREASON**BACKGROUND:****MANAGEMENT/CLASSIFIED  
CONFIDENTIAL RETIREMENTS**NAME/TITLESITEEFFECTIVE  
DATE**BACKGROUND:****CLASSIFIED RETIREMENTS**NAME/TITLESITEEFFECTIVE  
DATEREASON**BACKGROUND:****CLASSIFIED RESIGNATION**NAME/TITLESITEEFFECTIVE  
DATEREASONAlexander, Nichole  
Para Educator I

POET

12/31/2021

Personal

Anderson, Christopher  
Utility Person II

West High

12/19/2021

Accepted a UII day  
positionArroyo-Chavez  
Para Educator I

West High

1/7/2022

Personal

Bachelder, Monique  
Food Service Worker

West High

1/2/2022

Accepted a FSW  
Position w/more  
HoursGomez, Claudia  
Para Educator I

NES

1/2/2022

Accepted a Para Ed  
position w/less hoursJett, Andrea  
Para Educator I

Hirsch

1/2/2022

Accepted Sped Para  
Position w/more  
hoursLee, Idalis  
Special Ed Para

FES

1/2/2022

Accepted a Para Ed  
Position w/more  
hoursMarin, Desiree  
Payroll Technician

DEC

1/31/2022

Personal

Murira, Qurat Para Educator I	CES	1/7/2022	Personal
Tarnowski, Deborah Special Ed Para	POET	1/2/2022	Accepted a Para Ed position w/more hours
Valle, Dominique Special Ed Para Educator	WHS	1/6/2022	Personal
Ventura-Santis, Edgar Utility Person III	MOT	12/19/2021	Accepted a UII position

**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:** January 12, 2022  
**SUBJECT:** Approve Classified, Certificated, and/or Management Employment

### BACKGROUND:

Coker, Deborah

Donovan, Audrey

Gonzales, Tiffany

Hawkins-Peralta, Monica

### MANAGEMENT/CLASSIFIED CONFIDENTIAL

District Wide  
STEM Learning Accelerator Coordinator (New)  
LME, Class 49, Step E  
\$72,406.00  
Fund: STEM Advance Grant

Poet Christian  
Assistant Principal (New)  
LME, Class 51, Step A  
\$52,849.00  
Fund: General

District Wide  
Special Ed. Program Specialist (Replacement)  
LME, Class 47, Step D  
\$65,705.00  
Fund: ELOG

District Wide  
Special Ed. Program Specialist (New)  
LME, Class 47, Step E  
\$67,875.00  
Fund: Special Education

**BACKGROUND:**

Carrillo, Zulema

Pine, Molly

Williams, Joshua

**CERTIFICATED**

Art Freiler  
Kindergarten (New)  
"A" Class I, Step 1,  
\$48,230.62  
Fund: General

Tracy Independent Charter School  
Independent Study .60 FTE (new)  
"B" Class III, Step 3  
\$16,305.00  
Fund: Charter School

Williams Middle School  
Special Ed. RSP (Replacement)  
"B" Class III, Step 1,  
\$29,673.00  
Fund: Special Education

**BACKGROUND:****MANAGEMENT/CLASSIFIED**  
**CONFIDENTIAL****BACKGROUND:****CLASSIFIED**

Anderson, Christopher

Bachelder, Monique

Galli, Nicole

Utility Person II (Replacement)  
West High School  
8 hours per day  
Range 35, Step E - \$24.20  
Fund: Child Nutrition – School Program, General  
Fund

Food Service Worker (Replacement)  
West High School  
4 hours per day  
Range 22, Step E - \$17.87 per hour  
Fund: Child Nutrition – School Program

Clerk Typist I (New)  
DEC  
8 hours per day  
Range 23, Step E - \$19.22

	Fund: Esser 2
Gomez, Claudia	Para Educator I (Replacement) North 3.8 hours per day Range 24, Step E - \$18.72 per hour Fund: Targeted SES
Hawk, Mary Michelle	Food Service Worker (Replacement) Kelly 1 hour per day Range 22, Step E - \$17.87 per hour Fund: Child Nutrition – School Program
Jett, Andrea	Special Education Para (Replacement) Central 4 hours per day Range 24, Step D - \$17.87 Fund: Special Education
Lee, Idalis	Para Educator I (New) Kelly 8 hours per day Range 24, Step E - \$18.72 Fund: ELO Grant
Nelson, Genevieve	Special Education Para (Replacement) Tracy High 6 hours per day Range 24, Step B - \$16.28 per hour Fund: Special Education
Odell, Jacob	Utility Person II (Replacement) Williams 8 hours per day Range 35, Step A - \$21.12 per hour Fund: General Fund
Root, Debbie	School Supervision Assistant (Replacement) Central 30 minutes a day Range 21, Step A - \$15.27 per hour Fund: General Fund
Root, Debbie	School Supervision Assistant (Replacement) Villa 1 hour per day Range 21, Step A - \$15.27 per hour Fund: General Fund
Ventura-Santis, Edgar	Utility Person II (Replacement) North 8 hours per day Range 35, Step E - \$24.20 per hour Fund: Ongoing and Major Maintenance, General

Tarnowski, Deborah

Fund, Special Ed Transportation

Para Educator I (New)

Villa

8 hours per day

Range 24, Step E - \$18.72

Fund: ELO Grant

**BACKGROUND:**

**COACHES**

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

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



# ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Education  
**FROM:** Dr. Brian R. Stephens, Superintendent  
**DATE:** January 12, 2022  
**SUBJECT:** Adopt Resolution No. 21-10 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 Ana Blanco was absent for the regular meeting of January 11, 2022. The Board of Education finds that Ana Blanco's absence from the meeting of January 11, 2022, was due to a hardship deemed acceptable by the Board of Education;

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

**RECOMMENDATION:** Adopt Resolution No. 21-10 to Excuse Meeting Absence of Board Member.

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



**TRACY UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. 21-10**

**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 Ana Blanco was absent for the regular meeting held January 11, 2022, due to a hardship;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education finds that Ana Blanco's absence from the regular meeting of January 11, 2022, 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. Blanco shall be paid for her absence from the regular meeting of January 11, 2022, and further directs that the adoption of this Resolution shall be recorded in the minutes of this meeting of January 25, 2022.

Resolved this 25<sup>th</sup> day of January, 2022, at a regular meeting of the Board of Education of the Tracy Unified School District by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

---

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.

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Clerk  
Board of Education  
Tracy Unified School District





## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** January 11, 2022  
**SUBJECT:** Adopt Revised Board Policy and Acknowledge Administrative Regulation  
6173 Education for Homeless Children (First Reading)

**BACKGROUND:** Current board policy and administrative regulation dated 2017 does not meet requirements for the Homeless Education Implementation page in the Spring Release of CARS that will be launched in May 2022.

**RATIONALE:** The Tracy Unified School District (TUSD) needs to adopt revised board policy and administrative regulation to reflect updated requirements. Included in the board agenda is the revised board policy and administrative regulation with outdated language crossed out.

**FUNDING:** There is no cost.

**RECOMMENDATION:** Adopt Revised Board Policy and Acknowledge Administrative Regulation 6173 Education for Homeless Children. (First Reading).

**Prepared by:** Dr. Deidre Hill-Valdivia, Coordinator of Prevention Services.

## EDUCATION FOR HOMELESS CHILDREN

The Governing Board desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for these students to meet the same challenging academic standards as other students.

(cf. 6011 - Academic Standards)

The Superintendent or designee shall remove any barriers to the identification and enrollment of homeless students and to the retention of homeless students due to absences or outstanding fees or fines. (42 USC 11432)

(cf. 3250 - Transportation Fees)

(cf. 3260 - Fees and Charges)

(cf. 5113.1 - Chronic Absence and Truancy)

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060)

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The district liaison shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.

In order to identify district students who are homeless, the Superintendent or designee may give a housing questionnaire to all parents/guardians during school registration, make referral forms readily available, include the district liaison's contact information on the district and school web sites, provide materials in a language easily understood by families and students, provide school staff with professional development on the definition and signs of homelessness, and contact appropriate local agencies to coordinate referrals for homeless children and youth and unaccompanied youth.

(cf. 1113 - District and School Web Sites)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

TUSD Revised XX.XX.22

TUSD Revised 09.26.17

TUSD Adopted 06.25.13

Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act and shall not be deemed to be directory information as defined in 20 USC 1232g. (42 USC 11432)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

~~Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)~~

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6159 - Individualized Education Program)

(cf. 6164.2 - Guidance/Counseling Services)

Legal Reference:

## EDUCATION CODE

39807.5 Payment of transportation costs by parents

48850 Educational rights of homeless and foster youth

48852.5 Notice of educational rights of homeless students

48852.7 Enrollment of homeless students

48915.5 Recommended expulsion, homeless student with disabilities

48918.1 Notice of recommended expulsion

51225.1-51225.3 Graduation requirements

52052 Accountability; numerically significant student subgroups

52060-52077 Local control and accountability plan

CODE OF REGULATIONS, TITLE 5  
4600-4670 Uniform complaint procedures

UNITED STATES CODE, TITLE 20  
1087vv Free Application for Federal Student Aid; definitions  
1232g Family Educational Rights and Privacy Act  
6311 Title I state plan; state and local educational agency report cards

UNITED STATES CODE, TITLE 42  
11431-11435 McKinney-Vento Homeless Assistance Act  
12705 Cranston-Gonzalez National Affordable Housing Act; state and local strategies

Management Resources:

CALIFORNIA CHILD WELFARE COUNCIL PUBLICATIONS

Partial Credit Model Policy and Practice Recommendations

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Homeless Education Dispute Resolution Process, January 30, 2007

NATIONAL CENTER FOR HOMELESS EDUCATION PUBLICATIONS

Homeless Liaison Toolkit, 2013

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Dear Colleague Letter, July 27, 2016

Education for Homeless Children and Youths Program, Non-Regulatory Guidance, July 2016 WEB  
SITES

California Child Welfare Council: <http://www.chhs.ca.gov/Pages/CACChildWelfareCouncil.aspx>

California Department of Education, Homeless Children and Youth Education:

<http://www.cde.ca.gov/sp/hs/cy>

National Center for Homeless Education at SERVE: <http://www.serve.org/nche>

National Law Center on Homelessness and Poverty: <http://www.nlchp.org>

U.S. Department of Education: <http://www.ed.gov/programs/homeless/index.html>

~~The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)~~

~~District liaisons and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students and to provide training on the definitions of terms related to homelessness. (42 USC 11432)~~

~~At least annually, the Superintendent or designee shall report to the Board on outcomes for homeless students, which may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the district shall revise its strategies as needed to better support the education of homeless students.~~

**Legal Reference:**

**EDUCATION CODE**

~~2558.2 Use of revenue limits to determine average daily attendance of homeless children~~

~~39807.5 Payment of transportation costs by parents~~

~~48850 Educational rights of homeless and foster youth~~

~~48852.5 Notice of educational rights of homeless students~~

~~48852.7 Enrollment of homeless students~~

~~48915.5 Recommended expulsion, homeless student with disabilities~~

~~48918.1 Notice of recommended expulsion~~

~~51225.1-51225.3 Graduation requirements~~

~~52060-52077 Local control and accountability plan~~

**CODE OF REGULATIONS, TITLE 5**

~~4600-4687 Uniform complaint procedures~~

**UNITED STATES CODE, TITLE 20**

~~1087vv Free Application for Federal Student Aid; definitions~~

~~1232g Family Educational Rights and Privacy Act~~  
~~6311 Title I state plan; state and local educational agency report cards~~

~~UNITED STATES CODE, TITLE 42~~  
~~11431-11435 McKinney-Vento Homeless Assistance Act~~  
~~12705 Cranston-Gonzalez National Affordable Housing Act; state and local strategies~~

**Management Resources:**

~~U.S. DEPARTMENT OF EDUCATION GUIDANCE CALIFORNIA~~  
~~CHILD WELFARE COUNCIL PUBLICATIONS Partia~~  
~~1 Credit Model Policy and Practice Recommendations CALIFORNIA~~  
~~DEPARTMENT OF EDUCATION PUBLICATIONS Homeless~~  
~~Education Dispute Resolution Process, January 30, 2007~~  
~~NATIONAL CENTER FOR HOMELESS EDUCATION PUBLICATIONS~~  
~~Homeless Liaison Toolkit, 2013~~

**WEB SITES**

~~California Child Welfare Council: <http://www.chhs.ca.gov/Pages/CAChildWelfareCouncil.aspx>~~  
~~California Department of Education, Homeless Children and Youth Education: <http://www.cde.ca.gov/sp/hs/cy>~~  
~~National Center for Homeless Education at SERVE: <http://www.serve.org/nche>~~  
~~National Law Center on Homelessness and Poverty: <http://www.nlchp.org>~~  
~~U.S. Department of Education: <http://www.ed.gov/programs/homeless/index.html>~~

~~TUSD Adopted: 6/25/2013; revised 9/xx/2017~~

## EDUCATION FOR HOMELESS CHILDREN

### **Definitions**

Homeless means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code 48852.7; 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals. (cf. 6173.1 - Education for Foster Youth)
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
4. Migratory children who qualify as homeless because the children are living in conditions described in (1)-(3) above

Unaccompanied youth includes youth who are not in the physical custody of a parent or guardian. (42 USC 11434(a))

School of origin means the school that the homeless student attended when permanently housed or the school in which he/she was last enrolled, including a preschool. If the school the homeless student attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that he/she attended within the preceding 15 months and with which he/she is connected, the district liaison shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7; 42 USC 11432)

Best interest means that, in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)

TUSD Revised XX.XX.22

TUSD Revised 09.26.17

TUSD Acknowledged: 06.25.13

### **District Liaison**

The Superintendent designates the following staff persons as the district liaison for homeless students: (42 USC 11432)

Coordinator, Prevention Services  
~~District Truancy Coordinator~~  
~~Director of Student Services and Curriculum~~  
181975 W. Lowell Avenue  
Tracy, CA 95376  
(209) 830-3280

The district's liaison for homeless students shall (Education Code 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel and through outreach and coordination activities with other entities and agencies

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)  
(cf. 3553 - Free and Reduced-Price Meals)

2. Ensure that homeless students are enrolled in, and have a full and equal opportunity to succeed in, district schools

3. Ensure that homeless families and children and youth have access to and receive educational services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the district.

4. Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services

(cf. 5141.6 - School Health Services)

5. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children

6. Disseminate notice of the educational rights of homeless children in locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including schools, family shelters, public libraries, and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.



7. Mediate enrollment disputes in accordance with law, and the section "Resolving Enrollment Disputes" below

8. Fully inform parents/guardians of homeless students and unaccompanied youth of all transportation services, including transportation to the school of origin, and assist them in accessing transportation to the school of choice

(cf. 3541 - Transportation Routes and Services)

9. Ensure that school personnel providing services to homeless students receive professional development and other support

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

10. Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USC 1087vv and that they may receive assistance from the district liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090

11. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the provision of comprehensive data to the state coordinator as required by law

In addition, when notified pursuant to Education Code 48918.1, the district liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion. When notified pursuant to Education Code 48915.5, the district liaison shall participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability.

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)) (cf. 6159 - Individualized Education Program)

The Superintendent or designee shall inform homeless children and youth, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the district's liaison. He/she shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on the CDE's web site. (42 USC 11432)

## **Enrollment**

The district shall make placement decisions for homeless students based on the student's best interest. (42 USC 11432)

In determining the best interest of the student, the district shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC 11432)

Such factors may include, but are not limited to the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with his/her homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the liaison shall assist in placement or enrollment decisions, give priority to the views of the student, and provide notice to the student of his/her appeal rights. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless the student's parent/guardian or the unaccompanied youth requests otherwise. (Education Code 48852.7; 42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if he/she: (Education Code 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

2. Does not have clothing normally required by the school, such as school uniforms

(cf. 5132 - Dress and Grooming)

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and records of immunization and other required health records

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5125 - Student Records)  
(cf. 5141.26 - Tuberculosis Testing)  
(cf. 5141.31 - Immunizations)

4. Has missed application or enrollment deadlines during any period of homelessness

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other medical-required health records, the principal or designee shall refer the parent/guardian to the district's liaison for homeless students. The district liaison shall assist the parent/guardian, or the student if he/she is an unaccompanied youth, in obtaining the necessary immunizations, screenings, or records for the student. (42 USC 11432)

If the student is placed at a school other than his/her school of origin or the school requested by his/her parent/guardian or an unaccompanied youth, the Superintendent or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the decision along with a statement regarding the right to appeal the placement decision. (42 USC 11432)

The student may continue attending his/her school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with his/her peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; 42 USC 11432)

1. If the student is transitioning between grade levels, he/she shall be allowed to continue in the same attendance area.
2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, he/she shall be allowed to continue to the school designated for matriculation in that district.

If the student's status changes before the end of the school year so that he/she is no longer homeless, he/she shall be allowed to stay in the school of origin: (Education Code 48852.7)

1. Through the duration of the school year if he/she is in grades K-8
2. Through graduation if he/she is in high school

### **Resolving Enrollment Disputes**

If a dispute arises over student eligibility, school selection, or enrollment in a particular school, the matter shall be referred to the district liaison, who shall carry out the dispute resolution

process as expeditiously as possible. (42 USC 11432)

The parent/guardian or unaccompanied youth shall be provided with a written explanation of any decisions, related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)

The written explanation shall include:

1. A description of the action proposed or refused by the district
2. An explanation of why the action is proposed or refused
3. A description of any other options the district considered and the reasons that any other options were rejected
4. A description of any other factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources
5. Appropriate timelines to ensure any relevant deadlines are not missed
6. Contact information for the district liaison and state coordinator, and a brief description of their roles

The written explanation shall be complete, as brief as possible, simply stated and provided in language that the parent/guardian or student can understand.

The district liaison may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.

In working with a student's parents/guardians or unaccompanied youth to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process
4. Provide them a copy of the dispute form they submit for their records

5. Provide them the outcome of the dispute for their records

If a parent/guardian or unaccompanied youth disagrees with the liaison's enrollment decision, he/she may appeal the decision to the Superintendent. The Superintendent shall make a determination within five working days.

If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education.

Pending final resolution of the dispute, including all available appeals, the student shall be immediately enrolled in the school in which enrollment is sought and shall be allowed to attend classes and participate fully in school activities. (42 USC 11432, 11434a)

### **Transportation**

The district shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the district and the parent/guardian, or the district liaison in the case of an unaccompanied youth, requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend his/her school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

(cf. 3541 - Transportation Routes and Services)

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an individualized education program that includes transportation as a necessary related service for the student. (Education Code 48852.7)

### **Transfer of Coursework and Credits**

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the student to retake the course. (Education Code 51225.2)

If the homeless student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any

particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

(cf. 6143 - Courses of Study)

### **Applicability of Graduation Requirements**

To obtain a high school diploma, a homeless student shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Governing Board.

(cf. 6146.1 - High School Graduation Requirements)

However, when a homeless student who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Superintendent or designee shall notify the student, the person holding the right to make educational decisions for him/her, and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless. (Education Code 51225.1)

To determine whether a homeless student is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the

California Community Colleges. (Education Code 51225.1)

The district shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or the district liaison on behalf of the student. (Education Code 51225.1)

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer homeless or if he/she transfers to another school or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a homeless student is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for him/her, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution
2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the homeless student or with the person holding the right to make educational decisions for him/her if he/she is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

#### Eligibility for Extracurricular Activities

A homeless student who enrolls in any district school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

#### **Notification and Complaints**

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. (cf. 1312.3 - Uniform Complaint Procedures)



## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** January 11, 2022  
**SUBJECT:** Adopt Revised Board Policy and Acknowledge Administrative Regulation  
6173.1 Education for Foster Youth (First Reading)

**BACKGROUND:** Current board policy and administrative regulation dated 2013 does not include language supporting the transportation of foster youth.

**RATIONALE:** Changes to the California Foster Youth Education Law has resulted in the complete revision of Board Policy and Administrative Regulation 6173.1 Education for Foster Youth. The Tracy Unified School District (TUSD) needs to adopt revised board policy and administrative regulation to reflect updated requirements. Included in the board agenda is the new revised policy along with the current.

**FUNDING:** There is no cost.

**RECOMMENDATION:** Adopt Revised Board Policy and Acknowledge Administrative Regulation 6173.1 Education for Foster Youth (First Reading).

**Prepared by:** Dr. Deidre Hill-Valdivia, Coordinator of Prevention Services.



## Education For Foster Youth

The Governing Board recognizes that foster youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. To enable foster students to achieve state and district academic standards, the Superintendent or designee shall provide them with full access to the district's educational program and implement strategies identified as necessary for the improvement of the academic achievement of foster youth in the district's local control and accountability plan (LCAP).

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5147 - Dropout Prevention)

(cf. 6011- Academic Standards)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6173 - Education for Homeless Children)

(cf. 6179 - Supplemental Instruction)

The Superintendent or designee shall ensure that placement decisions for foster youth are based on the students' best interests as defined in law and administrative regulation. To that end, he/she shall designate a staff person as the district liaison for foster youth to help facilitate the enrollment, placement, and transfer of foster youth.

The Superintendent or designee and district liaison shall ensure that all appropriate staff, including, but not limited to, each principal, co-administrator, school counselor, registrar, district enrollment technician, school office manager, and attendance clerk, receive training on the enrollment, placement, program, and transfer of foster youth and other related rights.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

TUSD Revised: xx.xx.22

TUSD Adopted 01.24.06

The Board desires to provide foster youth with a safe, positive learning environment that is free from discrimination and harassment and that promotes students' self-esteem and academic achievement. The Superintendent or designee shall develop strategies to build a foster child or youth's feeling of connectedness with his/her school, including, but not limited to, strategies that promote positive discipline and conflict resolution, the development of resiliency and interpersonal skills, and the involvement of foster parents, group home administrators, and/or other caretakers in school programs and activities.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 6020 - Parent Involvement)

To address the needs of foster youth and help ensure the maximum utilization of available funds, the Superintendent or designee shall collaborate with local agencies and officials including, but not limited to, county placing agencies, county offices of education, community based social services, probation officers, and juvenile court officers. The Superintendent or designee shall explore the feasibility of entering into agreements with these groups to coordinate services and protect the rights of foster youth.

(cf. 1020 - Youth Services)

At least annually and in accordance with the established timelines, the Superintendent or designee shall report to the Board on the outcomes for foster youth regarding the goals and specific actions identified in the LCAP. As necessary, evaluation data shall be used to determine and recommend revisions to the LCAP for improving or increasing services for foster youth. Students in Foster Care will be a subgroup reported on the California School Dashboard provided students in Foster Care remain a significant subgroup in the District.

(cf. 0500 - Accountability)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

TUSD Revised: xx.xx.22

TUSD Adopted 01.24.06

(cf. 6162.51 - State Academic Achievement Tests)

TUSD Revised: xx.xx.22

TUSD Adopted 01.24.06

## Foster Youth

The Governing Board recognizes that foster youth may be at greater risk for poor academic performance due to their family circumstances, disruption of their educational program, and emotional, social, and other health needs. The district shall provide such students with full access to the district's educational program and other support services necessary to assist them in achieving state and district academic standards.

~~Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.~~

~~The Superintendent or designee shall ensure that placement decisions for foster youth are based on the students' best interests as defined in law and administrative regulation. To that end, he/she shall designate a staff person as a district liaison for foster youth to help facilitate the enrollment, placement, and transfer of foster youth.~~

~~The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.~~

Transportation

~~The district shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the district and the parent/guardian requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend his/her school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)~~

~~The Superintendent or designee and district liaison shall ensure that all appropriate staff, including, but not limited to, each principal, school registrar, and attendance clerk, receive training regarding the enrollment, placement, and rights of foster youth.~~

~~The Board desires to provide foster youth with a safe, positive learning environment that is free from discrimination and harassment and promotes students' self esteem and academic achievement. The Superintendent or designee shall develop strategies to build students' feelings of connectedness with the school, including, but not limited to, strategies that promote positive discipline and conflict resolution, the development of students' resiliency and interpersonal skills, and the involvement of foster parents, group home administrators, and/or other caretakers in school programs and activities.~~

Adopted 01/24/06-TBD

## Foster Youth

~~To address the needs of foster youth and help ensure the maximum utilization of available funds, the Superintendent or designee shall collaborate with local agencies including, but not limited to, the county placing agency, social services, probation officers, juvenile court officers, nonprofit organizations, and advocates. The Superintendent or designee shall explore the feasibility of entering into agreements with these groups to coordinate services and protect the rights of foster youth.~~

~~The Superintendent or designee shall regularly report to the Board on the educational outcomes of foster youth enrolled in the district including, but not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, and suspension/expulsion rates.~~

~~Legal Reference:~~~~EDUCATION CODE~~~~32228 32228.5 Student safety and violence prevention~~~~42920 42925 Foster children educational services~~~~48645 48646 Juvenile court schools~~~~48850 48859 Educational placement of students residing in licensed children's institutions~~~~49061 Student records~~~~49069.5 Foster care students, transfer of records~~~~49076 Access to student records~~~~51225.3 High school graduation~~~~56055 Rights of foster parents in special education~~~~60851 High school exit examination~~~~HEALTH AND SAFETY CODE~~~~1522.41 Training and certification of group home administrators~~~~1529.2 Training of licensed foster parents~~~~WELFARE AND INSTITUTIONS CODE~~~~300 Children subject to jurisdiction~~~~309 Investigation and release of child~~~~361 Limitations on parental or guardian control~~~~366.27 Educational decision by relative providing living arrangements~~~~602 Minors violating law; ward of court~~~~726 Limitations on parental or guardian control~~~~727 Order of care, ward of court~~~~16000 16014 Foster care placement~~~~UNITED STATES CODE, TITLE 29~~~~794 Rehabilitation Act of 1973, Section 504~~~~UNITED STATES CODE, TITLE 42~~

Adopted 01/24/06-TBD

## Foster Youth

~~670-679b Federal assistance for foster care programs—  
11431-11435 McKinney-Vento Homeless Assistance Act~~

### ~~Management Resources:~~

#### ~~CSBA PUBLICATIONS~~

~~Educating Foster Youth: Best Practices and Board Considerations, Policy Brief, March 2008—~~

#### ~~AMERICAN BAR ASSOCIATION PUBLICATIONS~~

~~Mythbusting: Breaking Down Confidentiality and Decision Making Barriers to Meet the—  
Education Needs of Children in Foster Care, 2005~~

#### ~~CITIES, COUNTIES AND SCHOOLS PARTNERSHIP PUBLICATIONS~~

~~Our Children: Emancipating Foster Youth, A Community Action Guide—~~

#### ~~WEB SITES~~

~~CSBA: <http://www.esba.org>~~

~~California Department of Education, Foster Youth Services: <http://www.cde.ca.gov/ls/pf/fy>—~~

~~California Department of Social Services, Foster Youth Ombudsman Office:—~~

~~<http://www.fosteryouthhelp.ca.gov>~~

~~California Youth Connection: <http://www.cal-youthconn.org/site/cyc>—~~

~~Cities, Counties and Schools Partnership: <http://www.ccspartnership.org>~~

## Education For Foster Youth

## Definitions

Foster youth means a child who has been removed from his/her home pursuant to Welfare and Institutions Code 309, is the subject of a petition filed under Welfare and Institutions Code 300 or 602, or has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602 or is a non-minor who is under the transition jurisdiction of a juvenile court, as described in Welfare and Institutions Code 450, and satisfies the criteria specified in Education Code 42238.01. (Education Code 42238.01, 48853.5)

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 726.

School of origin means the school that the foster youth attended when parent/guardian rights were limited or the school in which he/she was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is another school that the foster youth attended within the preceding 15 months and with which the youth is connected, the district liaison for foster youth shall determine which school is the school of origin. This determination shall be made in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, and shall be based on the best interests of the foster youth. (Education Code 48853.5)

Best interest means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, the proximity of foster placement to the school at the time of placement, appropriateness of the educational setting, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 20 USC 6311)

## District Liaison

The Superintendent designates the following position as the district's liaison for foster youth: (Education Code 48853.5)

Coordinator of Prevention Services  
Tracy Unified School District  
1975 W. Lowell Avenue  
Tracy, CA 95376

(209)830-3200

(cf. 6173 - Education for Homeless Children)

The liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)

2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48645.5, 48853.5)

When a student in foster care is enrolling in a district school, the school of enrollment shall contact the school last attended by the student to obtain, within two business days, all academic and other records. When a foster youth is transferring to a new school, the school of last attendance shall provide the student's records to the new school within two business days of receiving the new school's request. The Foster liaison will provide support to ensure the timely transition of school records. (Education Code 48853.5)

(cf. 5125 - Student Records)

(cf. 6146.3 - Reciprocity of Academic Credit)

3. When required by law, notify the foster youth's attorney and the representative of the appropriate county child welfare agency when the foster youth is undergoing any expulsion or other disciplinary proceeding, including a manifestation determination, when he/she is a student with a disability, prior to a change in the foster youth's placement. (Education Code 48853.5, 48911, 48915.5, 48918.1)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

4. As needed, support school processes for appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)



5. As needed, support school referral processes so that students in foster care receive appropriate school-based services, such as counseling and health services, supplemental instruction, and after-school services

(cf. 5141.6 - School Health Services)

(cf. 5148.2 - Before/After School Programs)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6174 - Education for English Learners)

(cf. 6177 - Summer Learning Programs)

(cf. 6179 - Supplemental Instruction)

6. Develop protocols and procedures for creating awareness for district staff, including principals, school registrars, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

7. Collaborate with the county offices of education, county placing agencies county child welfare agency, county probation department, juvenile court, and other appropriate agencies to help coordinate services for the district's foster youth

(cf. 1020 - Youth Services)

(cf. 5113.1 - Chronic Absence and Truancy)

8. Monitor the educational progress of foster youth and collaborate with appropriate offices in the District to provide reports to the Superintendent or designee and the Governing Board based on indicators identified in the district's local control and accountability plan (LCAP).

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall regularly monitor the caseload of the liaison, as well as his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available to meet the needs of foster youth in the district.

## Enrollment

A student placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency or in another local educational agency.

(cf. 6159 - Individualized Education Program)

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another education program and submits a written statement to the district indicating that determination and that he/she is aware of the following:

a. The student has a right to attend a regular public school in the least restrictive environment.

b. The alternate education program is a special education program, if applicable.

c. The decision to unilaterally remove the student from the district school and to place him/her in an alternate education program may not be financed by the district.

d. Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent/guardian or other person holding the right to make educational decisions for the student.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above.

a. The student may continue in the school of origin for the duration of the court's jurisdiction.

b. If the court's jurisdiction over a grade K-8 student is terminated prior to the end of a school year, the student may continue in his/her school of origin for the remainder of the school year.

c. If the court's jurisdiction is terminated while the student is in high school, the student may continue in his/her school of origin until he/she graduates.

d. If the student is transitioning between school grade levels, he/she shall be allowed to continue in the district of origin in the same attendance area to provide him/her the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The District liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interests. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how the recommendation serves the youth's best interests. (Education Code 48853.5)

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the District Enrollment Center or principal or designee of the new school shall immediately enroll the foster youth. The foster youth shall be immediately enrolled even if he/she: (Education Code 48853.5)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

2. Does not have clothing normally required by the school, such as school uniforms

(cf. 5132 - Dress and Grooming)

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, immunization records or other documentation

(cf. 5111.1 - District Residency)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

If the foster youth or a person holding the right to make educational decisions for the foster youth disagrees with the liaison's enrollment recommendation, he/she may appeal the recommendation within 30 calendar days to the Director of Student Services. The Director of Student Services shall make a determination within 30 calendar days of receipt of the appeal. The Associate Superintendent's decision shall be final.

(cf. 9320 - Meetings and Notices)

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

#### Transportation

The Superintendent or designee shall collaborate with the local child welfare agency to determine appropriate transportation to enable foster youth to remain in their school of origin, for the duration of their time in foster care, when it is in their best interest to do so. The District provides transportation to enable a foster youth to attend a school within TUSD consistent with BP/AR 3540 and 3541 and when it is otherwise required by federal law or pursuant to the individualized education program of a student with a disability.

(cf. 3540 - Transportation)

(cf. 3541 - Transportation Routes and Services)

#### Effect of Absences on Grades

The grades of a student in foster care shall not be lowered for any absence from school that is due to either of the following circumstances: (Education Code 49069.5)

1. A decision by a court or placement agency to change the student's placement, in which case the student's grades shall be calculated as of the date he/she left school

2. A verified court appearance or related court-ordered activity

(cf. 5121 - Grades/Evaluation of Student Achievement)

#### Transfer of Coursework and Credits

When a foster youth transfers into a district school, the district shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the foster youth to retake the course. (Education Code 51225.2)

If the foster youth did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, the district finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a foster youth in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a foster youth from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

#### Applicability of Graduation Requirements

To obtain a high school diploma, a foster youth shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Board.

(cf. 6146.1 - High School Graduation Requirements)

However, when a foster youth who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district,

he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the foster youth's transfer, the Superintendent or designee shall notify the foster youth, the person holding the right to make educational decisions for him/her, and the foster youth's social worker of the availability of the exemption and whether the foster youth qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer a foster youth. (Education Code 51225.1)

To determine whether a foster youth is in his/her third or fourth year of high school, the district shall use either the number of credits the foster youth has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any foster youth who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the foster youth's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a foster youth to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a foster youth or any person acting on behalf of a foster youth. (Education Code 51225.1)

If a foster youth is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student while he/she is still enrolled in school or if he/she transfers to another school or school district. (Education Code 51225.1)

Upon making a finding that a foster youth is reasonably able to complete district graduation requirements within his/her fifth year of high school, the Superintendent or designee shall: (Education Code 51225.1)

1. Inform the foster youth and the person holding the right to make educational decisions for him/her of the foster youth's option to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution
2. Provide information to the foster youth about transfer opportunities available through the California Community Colleges

3. Upon agreement with the foster youth or, if he/she is under 18 years of age, the person holding the right to make educational decisions for him/her, permit the foster youth to stay in school for a fifth year to complete the district's graduation requirements

#### Eligibility for Extracurricular Activities

A foster youth whose residence changes pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

#### Notification and Complaints

Information regarding the educational rights of foster youth shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 5145.6 - Parental Notifications)

Any complaint alleging that the district has not complied with requirements regarding the education of foster youth may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. If the district finds merit in a complaint, the district shall provide a remedy to the affected student. A complainant not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE) and shall receive a written decision regarding the appeal within 60 days of CDE's receipt of the appeal. If the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 1312.3 - Uniform Complaint Procedures)

## FOSTER YOUTH

A. Purpose and Scope

~~The Governing Board recognizes its obligation to ensure that foster youth have access to the academic resources, services and extracurricular and enrichment activities that are available to district students. The district shall provide students in foster care within the district with access to educational opportunities and other services necessary to help such students achieve the district's performance standards.~~

~~The Superintendent or designee shall ensure that placement decisions for foster youth are based on the students' best interests as defined in law and administrative regulation.~~

~~The Superintendent or designee may collaborate with the county placing agency and other appropriate agencies to ensure maximum utilization of available funds and to meet the educational needs of foster youth within the district.~~

B. Definitions

~~Foster youth means a child who has been subject to one of the following: (Education Code 48853.5)~~

- ~~1. Has been removed from his/her home pursuant to Welfare and Institutions Code 309 (investigation and release of child)~~
- ~~2. Is the subject of a petition filed under Welfare and Institutions Code 300 (jurisdiction of juvenile court) or 602 (minors ward of court, violating law)~~
- ~~3. Has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602~~

~~Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 727.~~

~~School of origin means the school that the foster youth attended when permanently housed or the school in which the student was last enrolled. If the school the foster youth~~

Acknowledged by TUSD: June 25, 2013



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~~attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that the foster youth attended within the preceding 15 months and with which the youth is connected, the district liaison shall, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, determine, in the best interest of the foster youth, the school of origin. (Education Code 48853.5)~~

~~Best interest means a placement that ensures that the youth is placed in the least restrictive educational program and has access to academic resources, services, and extracurricular and enrichment activities that are available to district students. (Education Code 48853)~~

C. District Liaison

~~The Superintendent designates the following staff persons as the district liaison for homeless students: (42 USC 11432)~~

District Truancy Coordinator

Director of Student Services and Curriculum

1875 W. Lowell Avenue

Tracy, CA 95376

(209) 830-3280

~~The district's liaison for foster youth shall: (Education Code 48645.5, 48853.5)~~

- ~~1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care~~
- ~~2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48645.5, 48853.5)~~

~~When a student in foster care is enrolling in a district school, the liaison shall contact the school last attended by the student to obtain, within two business days, all academic and other records. When a foster youth is transferring to a new school, the liaison shall provide the~~

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~~student's records to the new school within two business days of receiving the new school's request. (Education Code 48853.5)~~

~~3. When required by law, notify the foster youth's attorney and the representative of the appropriate county child welfare agency when the foster youth is undergoing any expulsion or other disciplinary proceeding, including, for a student with a disability, a manifestation determination prior to a change in the student's placement. (Education Code 48853.5, 48911, 48915.5, 48918.1)~~

~~4. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973~~

~~5. As needed, ensure that students in foster care receive appropriate school based services, such as counseling and health services, supplemental instruction, and after school services~~

~~6. Develop protocols and procedures for creating awareness for district staff, including principals, school registrars, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth~~

~~7. Collaborate with the county placing agency, social services, probation officers, juvenile court officers, nonprofit organizations, and advocates to help coordinate services for the district's foster youth~~

~~8. Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in Board policy~~

~~The Superintendent or designee shall regularly monitor the caseload of the liaison, as well as his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available to meet the needs of foster youth in the district.~~

D. Enrollment

~~A foster youth placed in a licensed children's institution or foster family home shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853)~~

~~1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency or in another local educational agency.~~

~~2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another~~

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~~educational program and submits a written statement to the district indicating that determination and that:~~

~~a. — He/she is aware that the student has a right to attend a regular public school in the least restrictive environment.~~

~~b. — The alternate educational program is a special education program, if applicable.~~

~~c. — The decision to unilaterally remove the student from the district school and to place him/her in an alternate education program may not be financed by the district.~~

~~d. — Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent/guardian or other person holding the right to make educational decisions for the student.~~

~~3. — At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above.~~

~~a. The student may continue in the school of origin for the duration of the court's jurisdiction.~~

~~b. If the court's jurisdiction over a grade K-8 student is terminated prior to the end of a school year, the student may continue in his/her school of origin for the remainder of the school year.~~

~~c. If the court's jurisdiction is terminated while the student is in high school, the student may continue in his/her school of origin until he/she graduates.~~

~~d. — If the student is transitioning between school grade levels, he/she shall be allowed to continue in the district of origin in the same attendance area to provide him/her the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school~~

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~~districts. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.~~

~~The liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interests. (Education Code 48853.5)~~

~~Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how this recommendation serves the youth's best interests. (Education Code 48853.5)~~

~~The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)~~

~~If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth. The foster youth shall be immediately enrolled even if he/she: (Education Code 48853.5)~~

- ~~1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended~~
- ~~2. Does not have clothing normally required by the school, such as school uniforms~~
- ~~3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, immunization records or other documentation.~~
- ~~4. If the foster youth or a person with the right to make educational decisions for the foster youth disagrees with the liaison's enrollment recommendation, he/she may appeal to the Superintendent. The Superintendent shall make a determination within 30 calendar days of receipt of the appeal. Within 30 calendar days of receipt of the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.~~

## FOSTER YOUTH

~~If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)~~

E. Transportation

~~The district shall not be responsible for providing transportation to and from the school of origin.~~

F. Transfer of Coursework and Applicability of Graduation Requirements

~~When a foster youth transfers into a district school, the district shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the foster youth to retake the course. (Education Code 51225.2)~~

~~If the foster youth did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, the district finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a foster youth in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)~~

~~In no event shall the district prevent a foster youth from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)~~

~~When a foster youth in grade 11 or 12 transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all coursework and other graduation requirements adopted by the Board that are in addition to the statewide coursework requirements specified in Education Code 51225.3 and the high school exit examination, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school while he/she remains in foster care. (Education Code 51225.3, 60851)~~

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~~The Superintendent or designee shall notify any student who is granted an exemption and, as appropriate, the person holding the right to make educational decisions for the student, if any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.3)~~

G. Grades/Credits

~~Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances: (Education Code 49069.5)~~

~~1. A decision by a court or placement agency to change the student's placement, in which case the student's grades and credits shall be calculated as of the date he/she left school~~

~~2. A verified court appearance or related court-ordered activity~~

H. Eligibility for Extracurricular Activities

~~A foster youth who changes residences pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)~~

I. Reports Required

None

J. Record Retention

Three years

K. Responsible Administrative Unit

Education Services Division

Student Services

Acknowledged by TUSD: June 25, 2013

Instruction

AR 6173.1

FOSTER YOUTH

~~L. Approved by~~

~~Assistant Superintendent of Educational Services and Human Resources~~

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